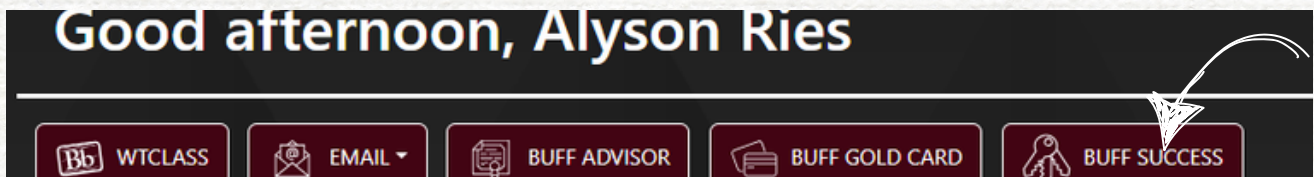


Staff

Have a concern about a student

1. Access Early Alerts through **Buff Success**. (Log in to Buff Connect; select the new Buff Success tab)



2. Identify the **Staff Early Alert Reporting** card
3. **SEARCH.** You can use the student ID or Name; make sure to select the appropriate toggle.
4. **CHECK the student.** The box must be selected to submit the alert.
5. **CREATE ALERT.** Select the blue box on right-hand side of the page.

A screenshot of the "Staff Early Alert Reporting" form. It has a toggle for "Name" (selected) and "Student ID". Below the toggle is a search bar with the text "Student" and a magnifying glass icon. At the bottom, there is a button with a person icon and the text "Search for the student by student name or ID".A screenshot of the "Search for students" table. It has a search bar at the top. Below it is a table with columns: "Student", "ID", and "Class level". There are four rows of student data, each with a checkbox in the "Student" column. A blue "SELECT ALERT" button is in the top right corner.

6. **Create an alert.** Select the alert reason that best fits your concern. **Add notes:** this should include the message you want shared with the student and/or is relevant information to the adviser making the call. These notes WILL not be forwarded to students. Select **REVIEW**

A screenshot of the "Create an Alert" form. It has a dropdown menu for "Select alert" and a text area for "Add notes". At the bottom right, there are two buttons: "CANCEL" and "REVIEW".

5. **REVIEW.** You will be able to review the information being submitted. Select BACK to make edits, or SUBMIT. You will also see the department responsible for calling the student

A screenshot of the "Create an Alert" form, showing the "Alert: ADV: Academic Concerns" section. It has fields for "Student" (Student, Test) and "Alert owner" (Advising Team). Below these is a "Notes" section with the text "Test". At the bottom right, there are two buttons: "BACK" and "SUBMIT".