UNIVERSITY of NORTH TEXAS

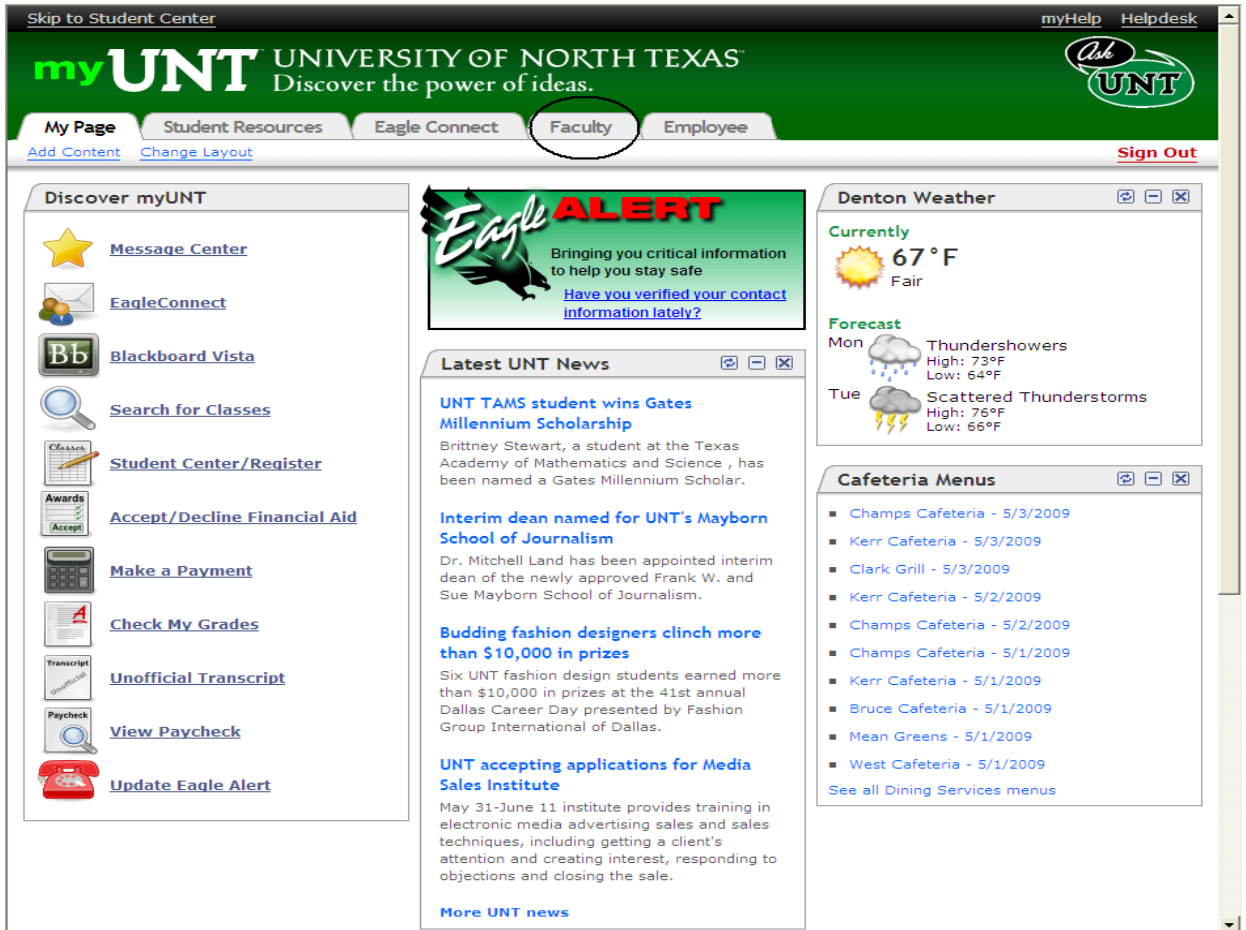**Early Alert Referral System – EARS**

EARS is an on-line referral system available for faculty to use when they have concerns about one of their students. The Early Alert form is available from a link on the electronic Audit Class Roll or the class roster in the EIS faculty center.

The pop-up blocker on Internet Explorer will need to be disabled in order to process an Early Alert. Go to Tools, Pop-Up blocker and click Turn off Pop-Up Blocker. (If it says Turn on Pop-Up blocker, then your Pop-Up blocker is already turned off)

1. You can use *my*UNT to process an Early Alert.

2. Go to https://my.unt.edu and click on the Faculty tab. Login to the website using your EUID and Password.

NOTE: If you do not know your EUID and password, use the links below the [Sign In] prompt to help you navigate for assistance.
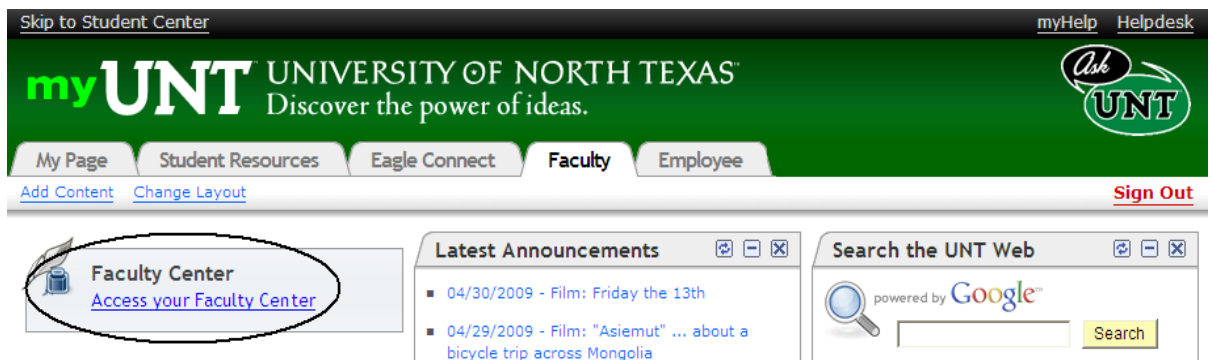
3. Once logged into myUNT, select the Faculty tab.

4. Select the Access your Faculty Center link.

5. The Faculty Center will appear. The Faculty Center is a "one-stop-shop" for most faculty needs, from printing rosters, processing audit class rolls to entering final grades and sending emails to their students.

6. Verify that the correct term is selected at the top of the page. If the term is incorrect select the **change term** button and choose the correct term.

7. Select the option to display, "**Only classes with Enrollments**." Only courses with actual enrollments for the term will display.

2008 Fall | University Of North Texas

○ Show all classes   ⊙ Only classes with enrollment   ○ View My Weekly Schedule

| | Class Roster | | Grade Roster | | Learning Management System | | Audit Roll |

My Teaching Schedule > 2008 Fall > University Of North Texas

		Class	Class Name	Enrolled	Days and Time	Room	Class Dates
		MATH 1010-007 CRE 2640	FUND OF ALGEBRA (Credit)	38	MoWe 2:00PM - 3:20PM	Lang 217	Aug 25, 2008- Dec 12, 2008

8. Select a roster by clicking on the Class Roster icon .

9. Select the Early Alert icon to the left of the student. The Early Alert will be sent to the Academic Readiness Office.

Enrolled Students   Customize | Find | First 1-14 of 14 Last

	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
1	☐				Graded	3.00	Education - Kinesiology/History	Junior

10. A new window will display. Use the drop down boxes to indicate your **Relationship to the Student** and the **Reason(s) for the Early Alert.** To submit the Alert, click Save.

Early Alert Form

If you have concerns about a currently enrolled student, please complete this **Early Alert Form** by providing as much of the requested information as you can (please include all of the information marked with an *). We will refer this student for personal follow-up by the appropriate student support office within one business day. If your concern is particularly urgent, please call *Academic Readiness* at 565.4403

Student EmplID ▮▮▮▮▮   **Academic Institution** NT752   **Term** 1088

Student Name ▮▮▮▮▮▮▮

Academic Career Undergrad

Instructor ID ▮▮▮▮▮   ▮▮▮▮▮

Instructor E-Mail ▮▮▮▮▮▮

Instructor Phone ▮▮▮▮▮

Scroll Area   Find | View All   First ◄ 1 of 1 ► Last

Effective Date 08/29/2008

***Relationship to Student**

***Reason for Alert 1**

Reason for Alert 2

Reason for Alert 3

Other Reason

☐ I have had a conversation with the student about this matter

💾 **Save**   ➕ **Add**   **Update/Display**

Other Reason

☐ I have had a conversation with the student about this matter

💾 **Save**   ➕ **Add**   **Update/Display**

Close this window to submit an Alert for another student.