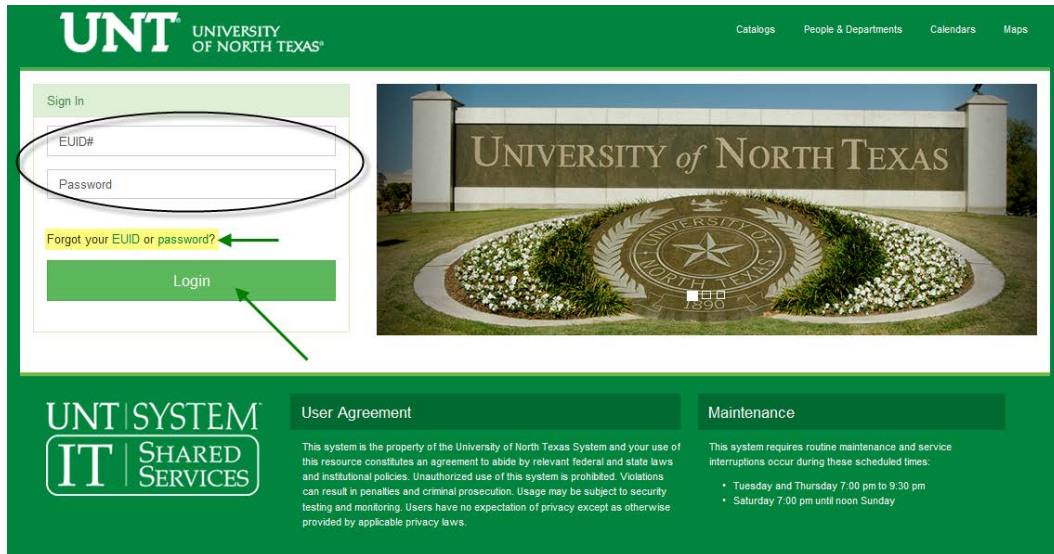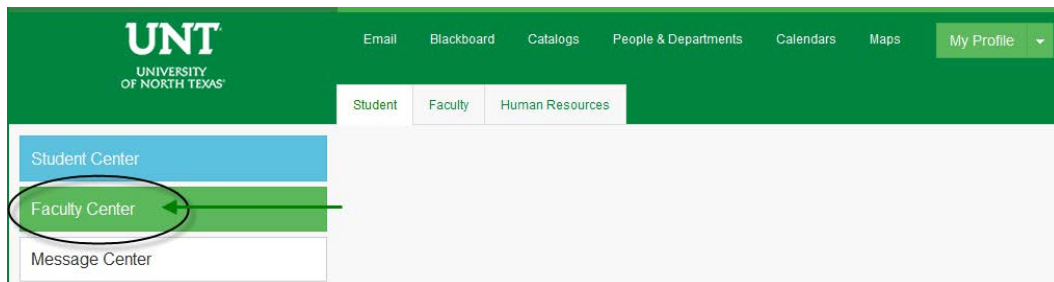# Instruction for Early Alert Referral System

Early Alert Referral System (EARS) is an online referral system available for faculty to use when they have concerns about one of their students. The EARS form is available from within the Audit Roll or the Class Roster in the Faculty Center.

- Go to my.unt.edu and login to the website using your EUID and Password.
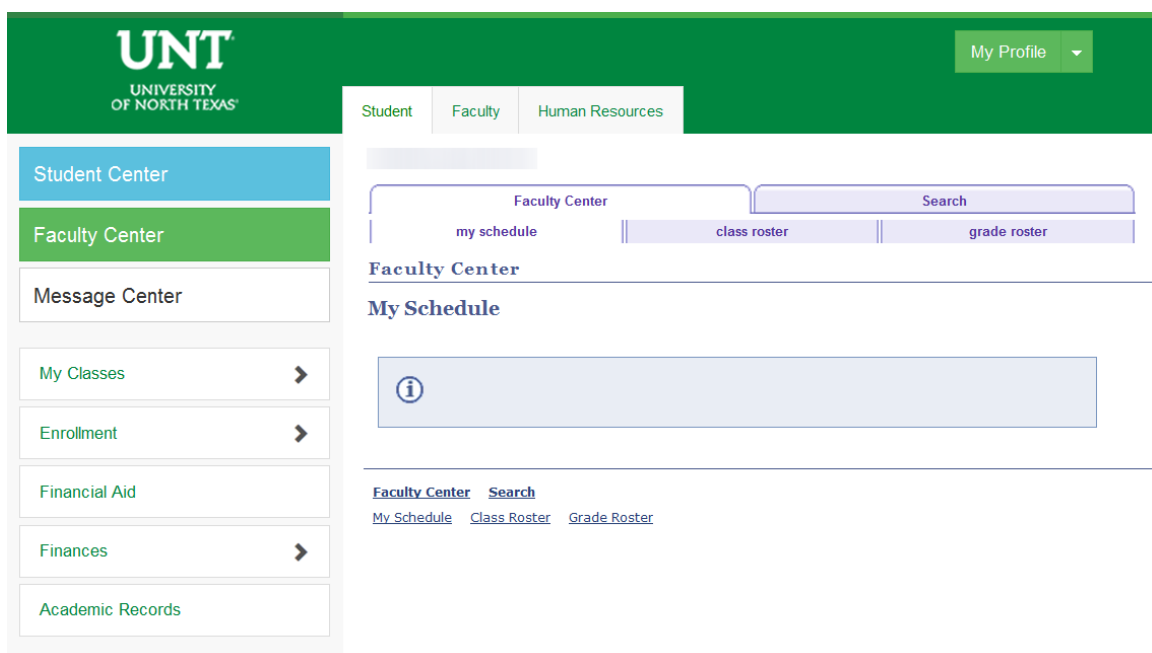

NOTE: If you do not know your EUID and password, use the links below the ☐Sign In prompt to help you navigate for assistance.

- Once logged into myUNT, select the Faculty Center tab from the left sidebar.

- Your Faculty Center will appear.

Instruction for Early Alert Referral System

- 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.

- Select the correct term and click **CONTINUE**.

- Select the "Show Enrolled Classes Only" display option to view only courses with actual enrollments for the term.

- Select a roster by clicking on the Class Roster icon 👪.

- Select the Early Alert icon 🧍✳ to the left of the student. The Early Alert will be sent to the Learning Center.

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

- 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