



### Early Alert Referral System – EARS

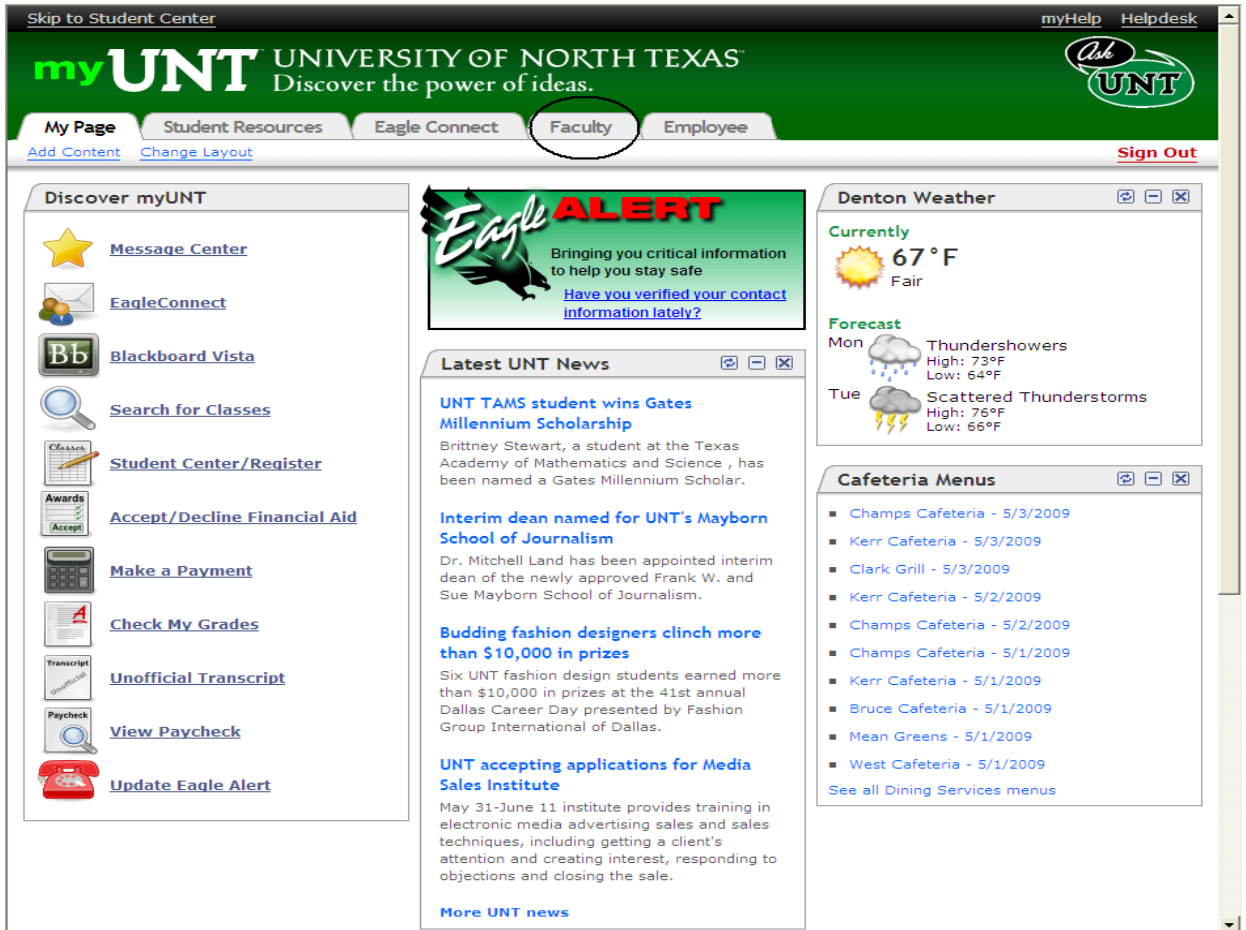
EARS is an on-line referral system available for faculty to use when they have concerns about one of their students. The Early Alert form is available from a link on the electronic Audit Class Roll or the class roster in the EIS faculty center.

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  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  prompt to help you navigate for assistance.

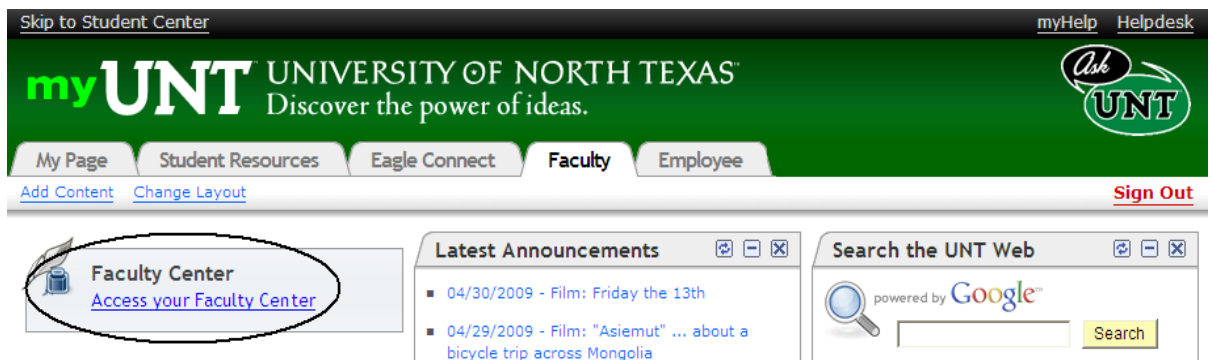
- Once logged into , select the Faculty tab.



The screenshot shows the myUNT website interface. At the top, there is a navigation bar with the following tabs: My Page, Student Resources, Eagle Connect, Faculty (circled in red), and Employee. Below the navigation bar, there are several widgets:

- Discover myUNT**: A vertical list of links with icons: Message Center, EagleConnect, Blackboard Vista, Search for Classes, Student Center/Register, Accept/Decline Financial Aid, Make a Payment, Check My Grades, Unofficial Transcript, View Paycheck, and Update Eagle Alert.
- Eagle ALERT**: A green banner with an eagle icon and the text: "Bringing you critical information to help you stay safe. Have you verified your contact information lately?"
- Latest UNT News**: A list of news items:
  - UNT TAMS student wins Gates Millennium Scholarship**: Brittney Stewart, a student at the Texas Academy of Mathematics and Science, has been named a Gates Millennium Scholar.
  - Interim dean named for UNT's Mayborn School of Journalism**: Dr. Mitchell Land has been appointed interim dean of the newly approved Frank W. and Sue Mayborn School of Journalism.
  - Budding fashion designers clinch more than \$10,000 in prizes**: Six UNT fashion design students earned more than \$10,000 in prizes at the 41st annual Dallas Career Day presented by Fashion Group International of Dallas.
  - UNT accepting applications for Media Sales Institute**: May 31-June 11 institute provides training in electronic media advertising sales and sales techniques, including getting a client's attention and creating interest, responding to objections and closing the sale.
- Denton Weather**: Currently 67°F, Fair. Forecast: Mon: Thundershowers (High: 73°F, Low: 64°F); Tue: Scattered Thunderstorms (High: 76°F, Low: 66°F).
- Cafeteria Menus**: A list of cafeteria menus for various dates in May 2009, including Champs Cafeteria, Kerr Cafeteria, Clark Grill, and Mean Greens.

- Select the Access your Faculty Center link.



The screenshot shows the myUNT website interface with the Faculty tab selected. Below the navigation bar, there are several widgets:

- Faculty Center**: A link labeled "Access your Faculty Center" is circled in red.
- Latest Announcements**: A list of announcements:
  - 04/30/2009 - Film: Friday the 13th
  - 04/29/2009 - Film: "Asiemut" ... about a bicycle trip across Mongolia
- Search the UNT Web**: A search box powered by Google with a "Search" button.

- 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.
- 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 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	
	<a href="#">MATH 1010-007</a> <a href="#">CRE 2640</a>	FUND OF ALGEBRA (Credit)	38	MoWe 2:00PM - 3:20PM	Lang 217	Aug 25, 2008- Dec 12, 2008	

- 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 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	<input type="checkbox"/>		██████████	████████████████████	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 [REDACTED] Academic Institution NT752 Term 1088  
Student Name [REDACTED]  
Academic Career Undergrad

Instructor ID [REDACTED] [REDACTED]  
Instructor E-Mail [REDACTED]  
Instructor Phone [REDACTED]

Scroll Area Find | View All First 1 of 1 Last

Effective Date 08/29/2008 [H]

\*Relationship to Student [REDACTED] [v]  
\*Reason for Alert 1 [REDACTED] [v]  
Reason for Alert 2 [REDACTED] [v]  
Reason for Alert 3 [REDACTED] [v]

Other Reason [REDACTED]  
 I have had a conversation with the student about this matter

Save Add Update/Display

Other Reason [REDACTED]  
 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.