

Submitting an Early Alert in myEACC

STEP 1

Once you're logged in to myEACC, click on the "Retention" tab.



STEP 2

Begin an Early Alert with a student in your class by clicking the "Students" option within the Retention window. Search for a student in the search box to submit an alert on a student that is not enrolled in your class.





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STEP 3

After you've clicked a student's name, choose to "Add Early Alert"

Retention

							Find
Main screen	Actions	Students					
Student De	etail						
No Photo Available		🙀 Add Early	Alert	Add Interv	rention	Add Not	
Actions	Relationsh	ips Course Sch	edule No	otes			

STEP 4

After you've clicked a student's name, choose to "Add Early Alert" Step 4.a

1. Define your relationship to the student, "faculty", or "staff".

Step 4.b

1. Define the type of concern, typically "No Show", "Lack of Participation", or "Excessive Absenses".

Note: Some concerns regarding sexual or physical abuse or assault should be marked "Confidential"

Step 4.c

Define the course (if applicable)

Step 4.d

Define how severe.

Step 4.e

Describe incident or details of the concern.

Step 4.e

Indicate if you've interacted with the student, and click "Submit Early Alert" to complete the process

Add an Early Alert for

If you have concerns about a student, our Retention Management Panel wants to know about them **as soon as** Report form to let us know if you have any reason to believe that the student's academic success is at risk.

. Tour relationship	to	*								
. Type of concern*		_								
		۳	П	his is a (confide	ntial con	cern			
. Is this issue relate	ed to a s	pecific	cours	e?						
No relevant cou	rse							*		
. Severity of this is	sue*	-								
		•								
Details about this Please share any their issue.	s concer additio	n nal info	rmati	ion you	have a	bout this	conce	rn tha	t can help us in our effo	ts to co
Details about this Please share any their issue. Verdana	s concer additio	n nal info	rmati -	lon you	have a	bout this	conce	rn tha	t can help us in our effo	ts to co

6. Have you interacted with the student(s) regarding this concern?*

OYes	ONO

* required

Submit Early Alert

Cancel