

Submitting an Early Alert in myEACC

STEP 1

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

The screenshot shows the myEACC Faculty Home page. The navigation menu at the top includes Home, Faculty, Advising, Staff, Retention, Employee Info, and My Pages. The 'Retention' tab is circled in red. Below the navigation menu, there is a breadcrumb trail: 'You are here: Faculty > Faculty Home'. A left-hand sidebar menu lists various options, with 'Early Alert Messages' at the bottom. The main content area is titled 'Faculty' and contains sections for 'Grade Entry' (with a 'View Course List' link) and 'Assessment Form Upload' (with an 'Assessment Form Upload' button and a note: '(Step 1) click "Choose a file"').

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.

Retention

The screenshot shows the 'Retention' window. At the top, there is a search bar labeled 'Find a student t:' with a text input field containing 'student name...' and a 'Search' button. Below the search bar is a navigation bar with three tabs: 'Main screen', 'Actions', and 'Students'. The 'Students' tab is circled in red. The search bar and its input field are also circled in red.

