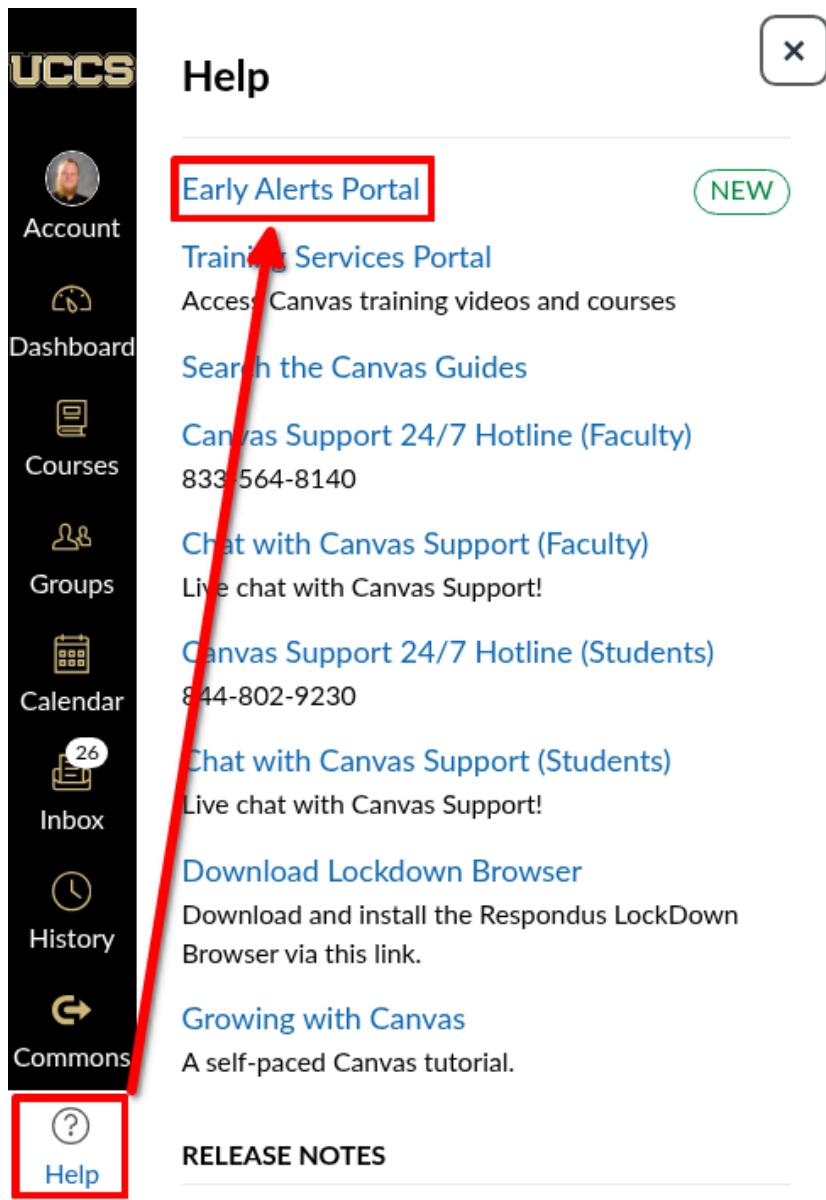


Submitting Early Alerts

The **Early Alerts Portal** in Canvas is the new tool for submitting early alerts for students. This tool may be accessed using the **Help** menu in Canvas or at <https://facultyalerts.uccs.edu/s>.

Submitting an Alert

1. Click on Help in the Canvas global navigation menu, then click Early Alerts Portal.



2. Sign in using your UCCS username and password.



bpoullio@uccs.edu

Enter password

Your organizational policy requires you to sign in again after a certain time period.

..... 

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

3. Complete the multi-factor authentication challenge.



bpoullio@uccs.edu

Approve sign in request

- ⌚ Open your Authenticator app and approve the request. Enter the number if prompted.



Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

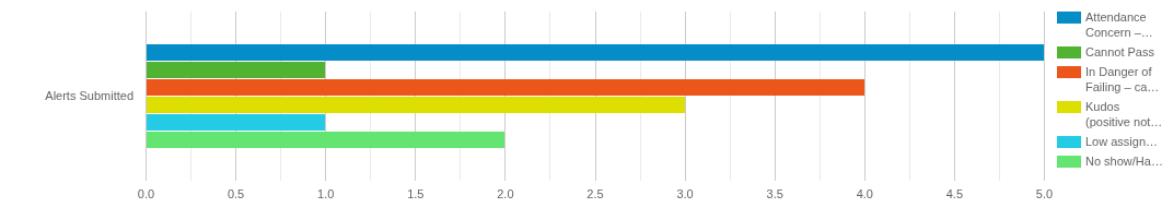
4. On the Early Alert Portal Dashboard, click Submit an Alert!

Welcome, Brandon, to the early alert portal.

[Submit an alert!](#)

[Homepage](#) [My Submitted Alerts](#) [Advisor Alerts](#)

Current as of 01/29/2026 at 11:09:26 AM ET [Refresh](#)



5. Search for the student and click Submit Alert.

Welcome, Brandon, to the early alert portal.

[View your alerts](#)

Please type the name or ID of a student below to get started.

Click anywhere on the row to submit an alert.

First	Last	Ref	Submit an Alert
<input type="text"/>			Submit Alert

A  **B**  **C** 

- A. Enter search terms, either name or student ID.
- B. Verify student information prior to submitting an alert.
- C. Click on Submit Alert to proceed to the next step.

6. Enter details for the alert, including Department, Course Number, Current Grade, the Reason for the Alert, and any note to both the student and support staff.

Early Alerts

[Logout](#)

[Click here for a detailed explanation of each alert type.](#)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Course Department	<input type="text"/>
Course Number	<input type="text"/>
Current Course Grade	<input type="text"/>
Reason	<input type="text"/>
Note to Student and Support Staff	<input type="text"/>

The entire form area is enclosed in a red box.

7. Scroll down and click Submit. Note that the fields beneath the alert details are automatically populated and do not need to be changed.

Date	January	29	2026
User	Brandon Poulliot		
Email	bpoullio@uccs.edu		
Status	Open - outreach initiated		
By submitting this form, you're agreeing that the student will see the alert and the note.	Yes		
<input type="button" value="Submit"/>			