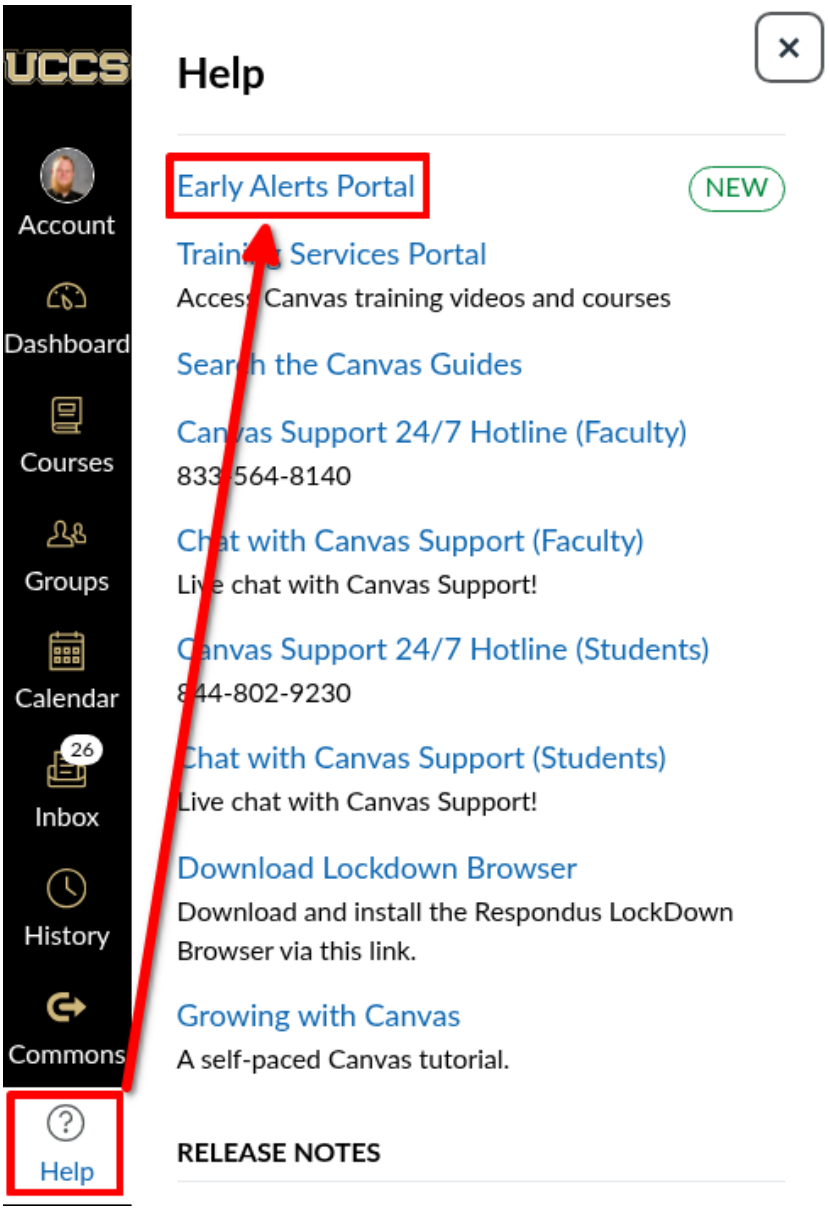
Submitting Early Alerts

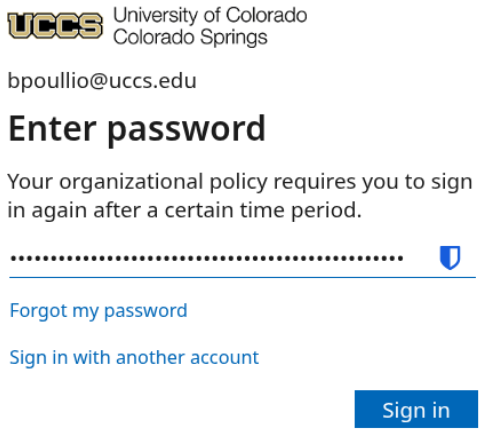
The **Early Alerts Portal** in Canvas is the new tool for submitting early alerts for students. This tool may be accessed using the **Help** menu in Canvas or at https://facultyalerts.uccs.edu/s.

Submitting an Alert

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

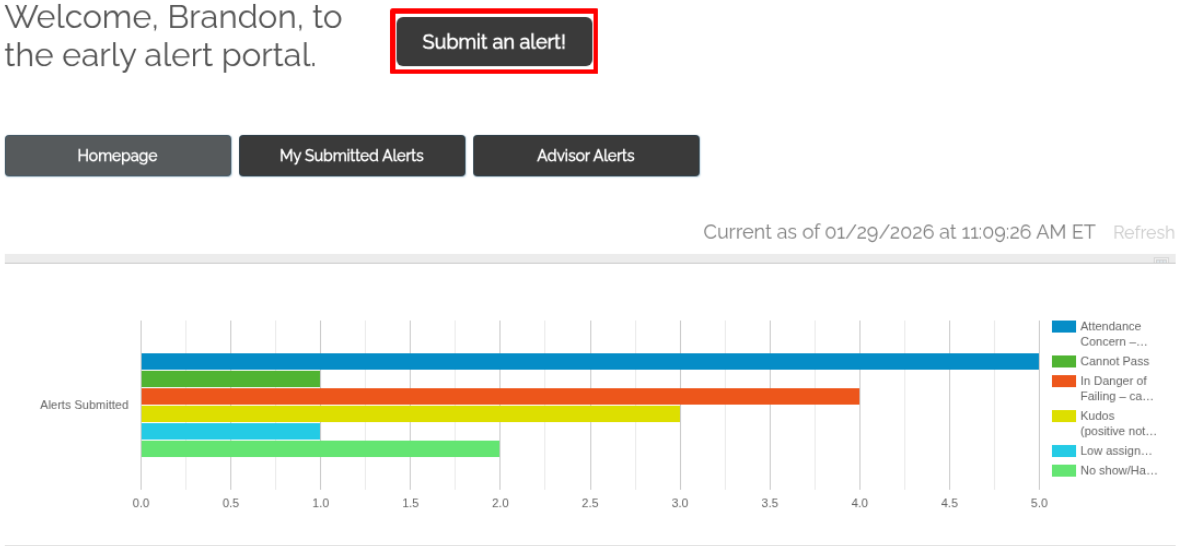


2. Sign in using your UCCS username and password.

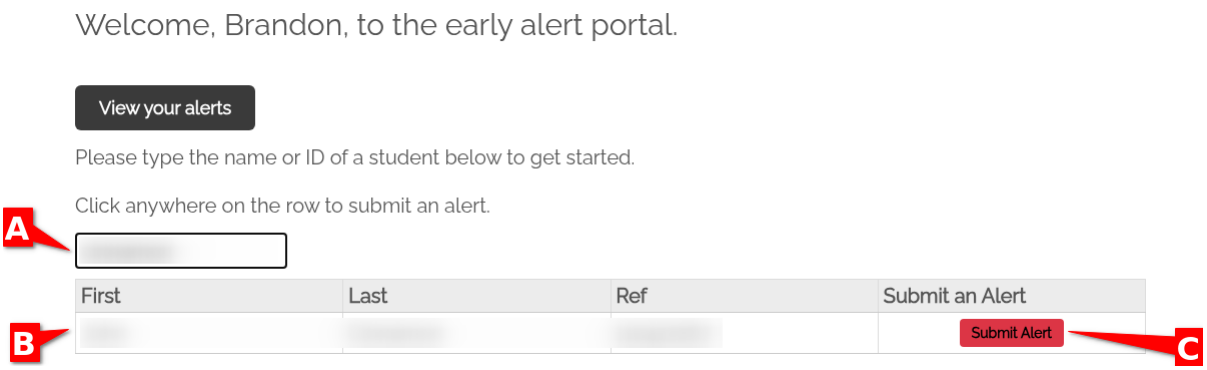


3. Complete the multi-factor authentication challenge.

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

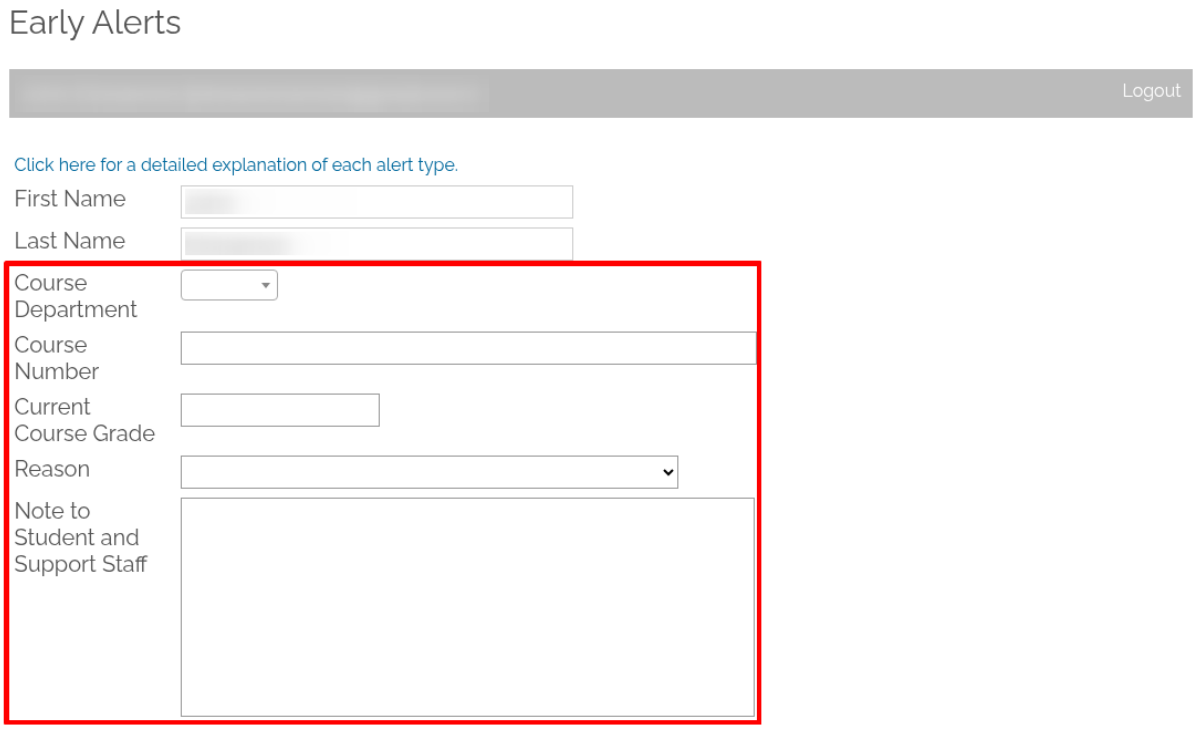
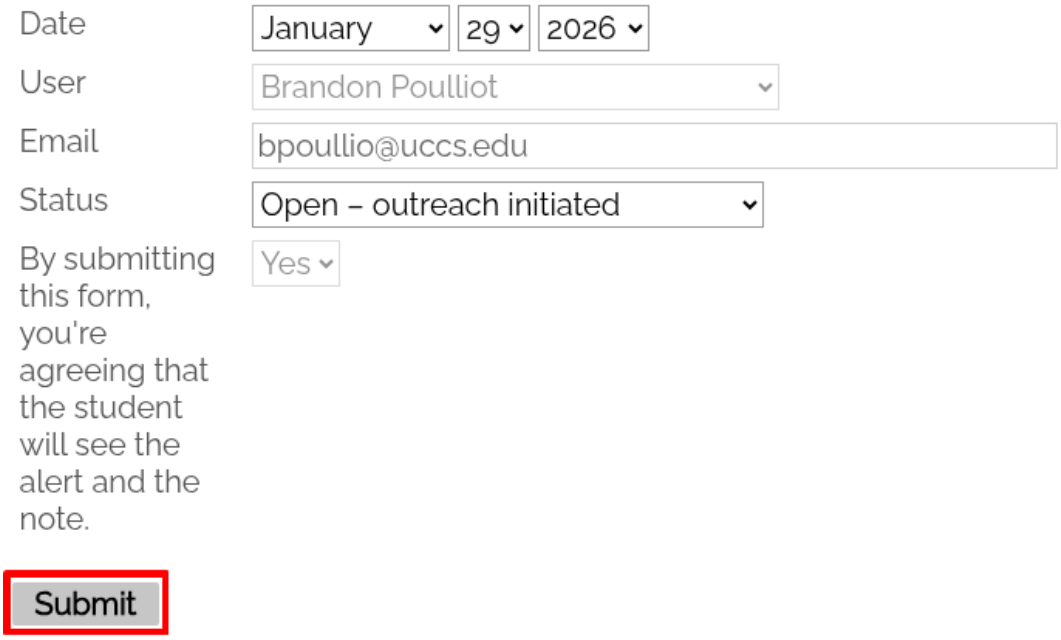


5. Search for the student and click Submit Alert.



   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.



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