## Navigate360: Issue a Notification or Referral from Staff/Professor Profile

Notifications or referrals can be used to notify a support unit or academic advisor that a student would benefit from their outreach and services.

## 1. Issue a notification or referral

- From the *Staff* or *Professor Home*, in the *Actions* box on the right side of the profile page, click *Issue* a *Notification or Referral*
- Click inside the *Student* box and type the student's *Name* or *E#* of the student receiving the referral
- Click inside the *Please select a reason* box, select the reason for the notification/referral If desired, click inside the

Please select a reason dropdown box again to select additional

notification/referral reasons. As many notification/referral reasons as are applicable may be selected

- If this referral/notification is specific to one of the courses the student is enrolled in, select that course from the *Is this associated with a specific class?* drop-down menu
- In the Additional Comments text box, type details about why the referral is being made and any additional information that may be helpful to the referral site or academic advisor
- o Click Submit

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to
a Notification or Referral
a New Student
<u>d Profile Picture</u>
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Additional Comments Please enter a comment.		
Additional Comments Please enter a comment.		
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ISSUE A NOTIFICATION OR REFERRA	AL	×
Student Bucky Buc (they/them)	×	
Please select a reason	Select at least one	
Is this associated with a specific class?	Optional	<b>.</b>
Additional Comments		
Please enter a comment.		
	Cancel	Submit