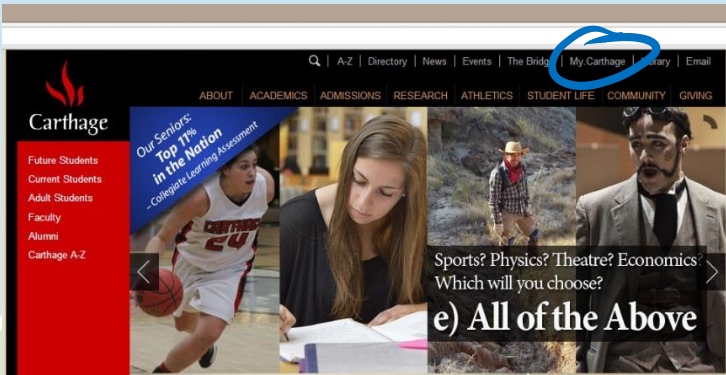
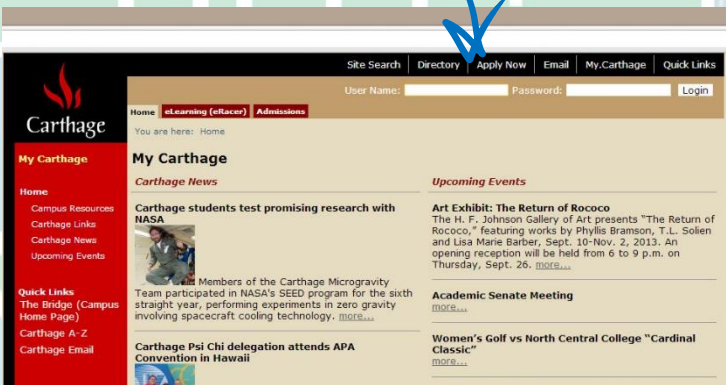


STEP 1: CLICK MY.CARTHAGE.EDU



STARTING AT THE CARTHAGE HOME PAGE, SELECT THE MY.CARTHAGE LINK AT THE TOP OF THE PAGE.

STEP 2: LOG INTO MY.CARTHAGE

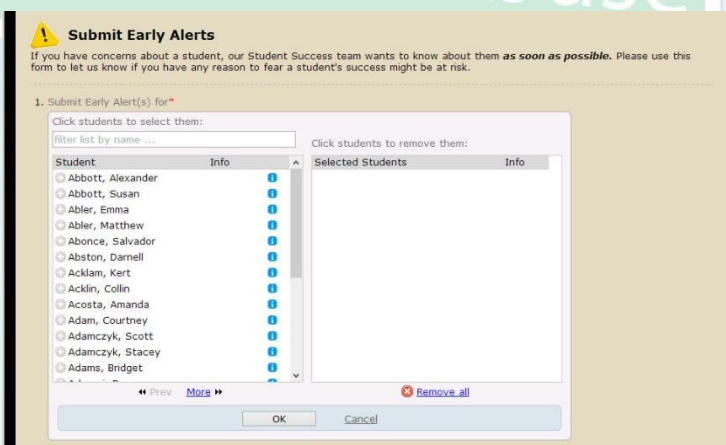


USING YOUR NOVELL USER LOGIN AND PASSWORD, ACCESS THE PORTAL.

STEP 3: CLICK THE EARLY ALERT ICON



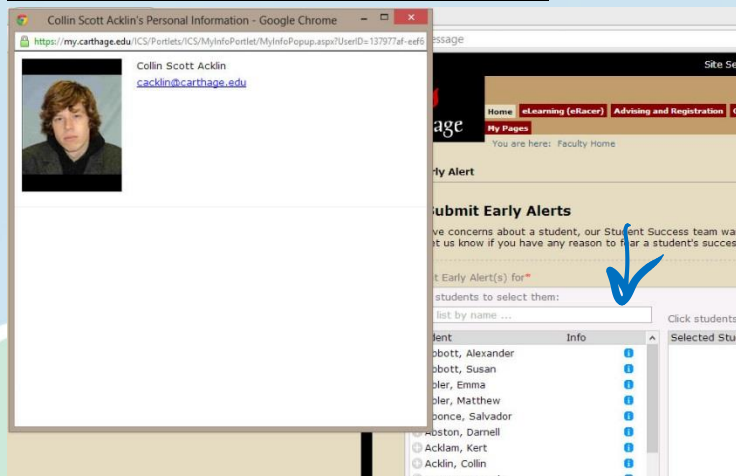
STEP 4: SELECT THE STUDENT BY CLICKING THEIR NAME



STAFF CAN EITHER SCROLL THROUGH THE STUDENT NAMES OR FILTER THE LIST BY TYPING THE STUDENT'S NAME IN THE TEXT BOX. ONCE THE DESIRED STUDENT IS LOCATED, SIMPLY CLICK ON THE STUDENT'S NAME TO SELECT THE STUDENT FOR EARLY ALERT. MULTIPLE STUDENTS CAN BE SELECTED.

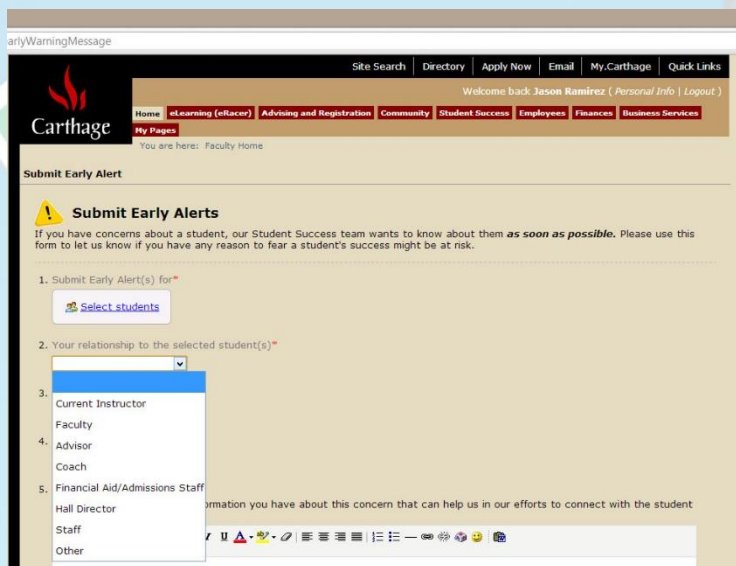
Loneliness

STEP 4B: INFORMATION REGARDING THE STUDENT



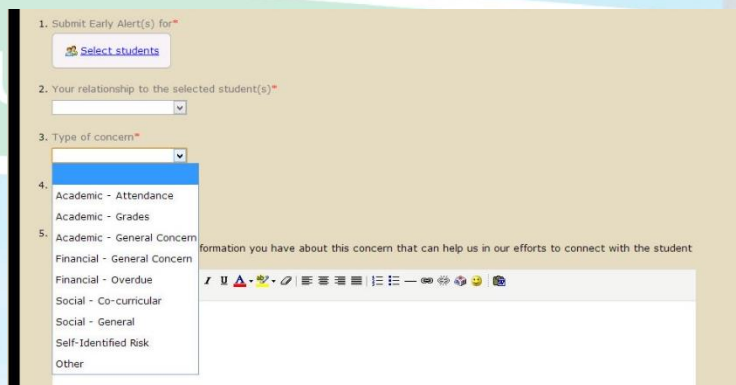
IF A FACULTY OR STAFF MEMBER DESIRES MORE INFORMATION REGARDING THE STUDENT, INCLUDING A PICTURE, THEY SIMPLY NEED TO CLICK THE BLUE "I" NEXT TO THE STUDENTS NAME. A POP UP BOX WITH MORE INFORMATION REGARDING THE STUDENT WILL BE DISPLAYED.

STEP 5: SELECT YOUR RELATIONSHIP WITH THE STUDENT



USING THE DROP DOWN MENU, IDENTIFY YOUR RELATIONSHIP WITH THE STUDENT. IN THE EVENT THE FACULTY/STAFF MEMBER HAS MULTIPLE RELATIONSHIPS WITH THE STUDENT, SELECT THE RELATIONSHIP THAT HAS THE CLOSEST ASSOCIATION TO THE ALERT (I.E. STUDENT COMES TO YOU AS AN ADVISEE LOOKING FOR GUIDANCE IN SELECTING CLASSES AND IS UPSET YOU WOULD SELECT ADVISOR).

STEP 6: SELECT THE TYPE OF CONCERN



USING THE DROP DOWN MENU, IDENTIFY THE TYPE OF CONCERN THAT IS BEING PRESENTED BY THE STUDENT. IF SELECTING OTHER, UTILIZE STEP 7 TO DESCRIBE THE NATURE OF THE EVENT.

Fitting in

Major

Loneliness

STEP 7: PROVIDE SPECIFICS TO THE EVENT

arlyWarningMessage

If you have concerns about a student, our Student Success team wants to know about them **as soon as possible**. Please use this form to let us know if you have any reason to fear a student's success might be at risk.

1. Submit Early Alert(s) for*
2. Your relationship to the selected student(s)*
3. Type of concern*
4. Severity of this issue*
5. Details about this concern
Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue.

Default Font Size

Normal HTML

USING THE TEXT BOX, PROVIDE AS MANY SPECIFICS TO THE EVENT AS POSSIBLE. INCLUDE DETAILS TO THE CONVERSATION AND CONCERNS PRESENTED BY THE STUDENT.

STEP 8: INDICATE YOUR LEVEL OF INTERACTION AND SUBMIT

Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue.

Default Font Size

Normal HTML

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

Yes No

* required

If you have questions about this process, or want to follow up on a previous message, [click here](#) to e-mail the retention management team.

ONCE YOU HAVE INDICATED YOUR LEVEL OF INTERACTION, CLICK THE SUBMIT BUTTON.

Grades

Fitting in

Major

Substance Abuse

Loneliness