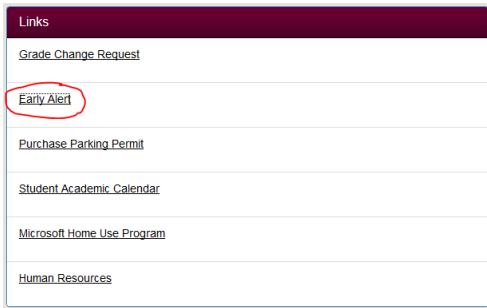


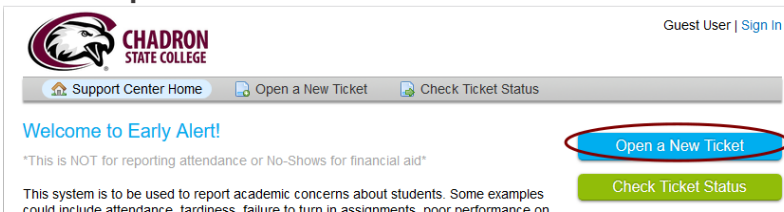
Academic Support and Intervention

Submitting Early Alerts

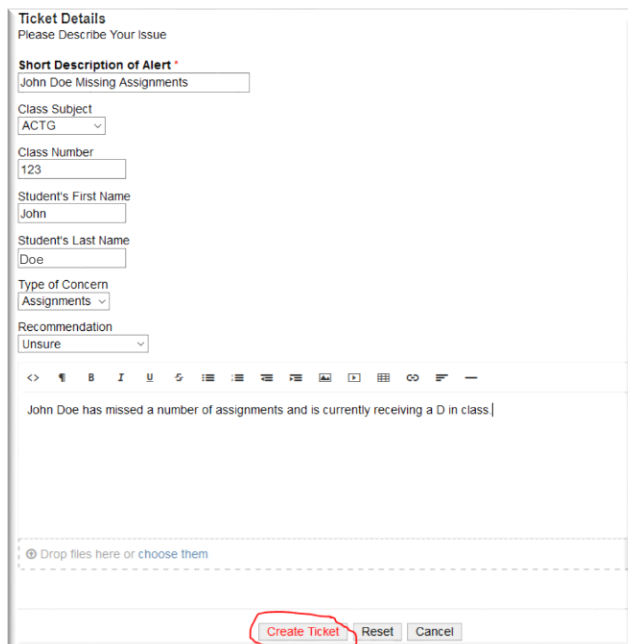
- 1) Login to your **MyCSC**.
- 2) Select Early Alert from your Links area.



- 3) Choose **Open a New Ticket**.



- 4) Complete the contact information.
- 5) Enter the details of the Alert and click on **Create ticket**.

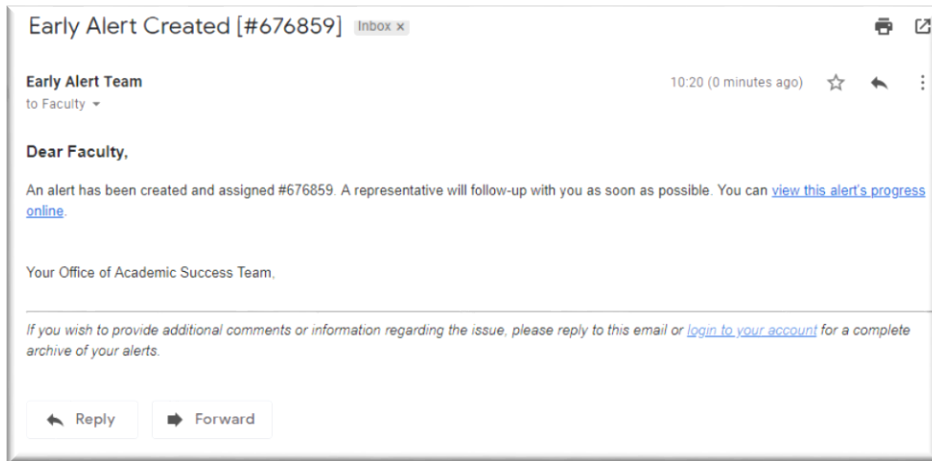


The screenshot shows the 'Ticket Details' form. The form includes the following fields and options:

- Short Description of Alert ***: John Doe Missing Assignments
- Class Subject**: ACTG
- Class Number**: 123
- Student's First Name**: John
- Student's Last Name**: Doe
- Type of Concern**: Assignments
- Recommendation**: Unsure

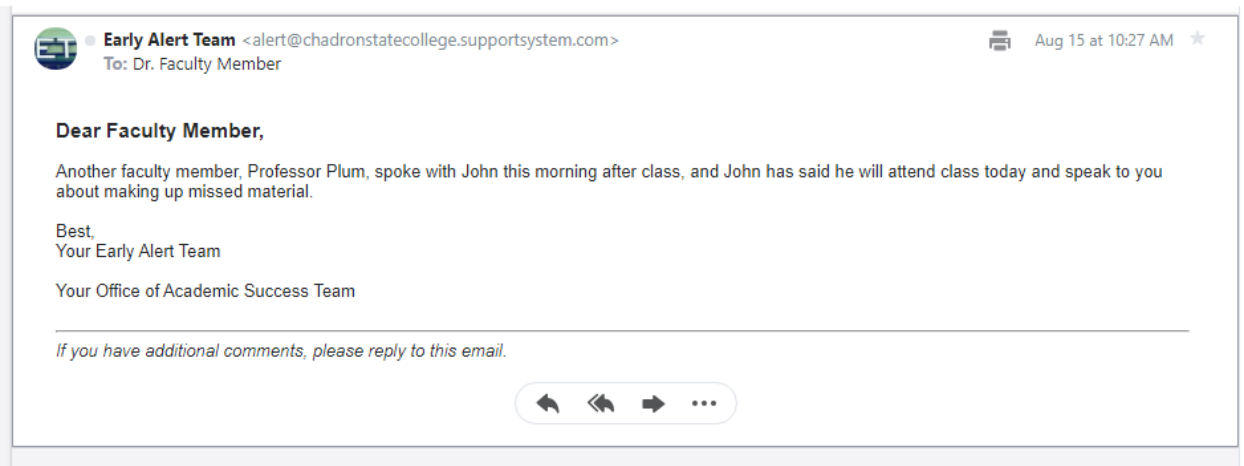
Below the form is a rich text editor with the text: 'John Doe has missed a number of assignments and is currently receiving a D in class.' At the bottom of the form, there is a file upload area with the text: 'Drop files here or choose them'. At the very bottom, there are three buttons: 'Create Ticket' (circled in red), 'Reset', and 'Cancel'.

6) You will receive a confirmation email.



7) To follow up you can select [view this alert's progress online](#) in the message or reply to the confirmation email.

8) When the alert is resolved you will receive an email describing the resolution.



QUESTIONS?

Contact Tom Tylee, Director – Office of Academic Success, (308) 432-6381, or ttylee@csc.edu