

# Steps for Submitting an Academic Intervention Alert Through EAB Navigate360

**Step 1:** Access EAB Navigate360 by visiting <https://www.lsu.edu/studentsuccess/navigate/index.php> and clicking “Visit Navigate on the Web – Staff Members.”

Figure 1

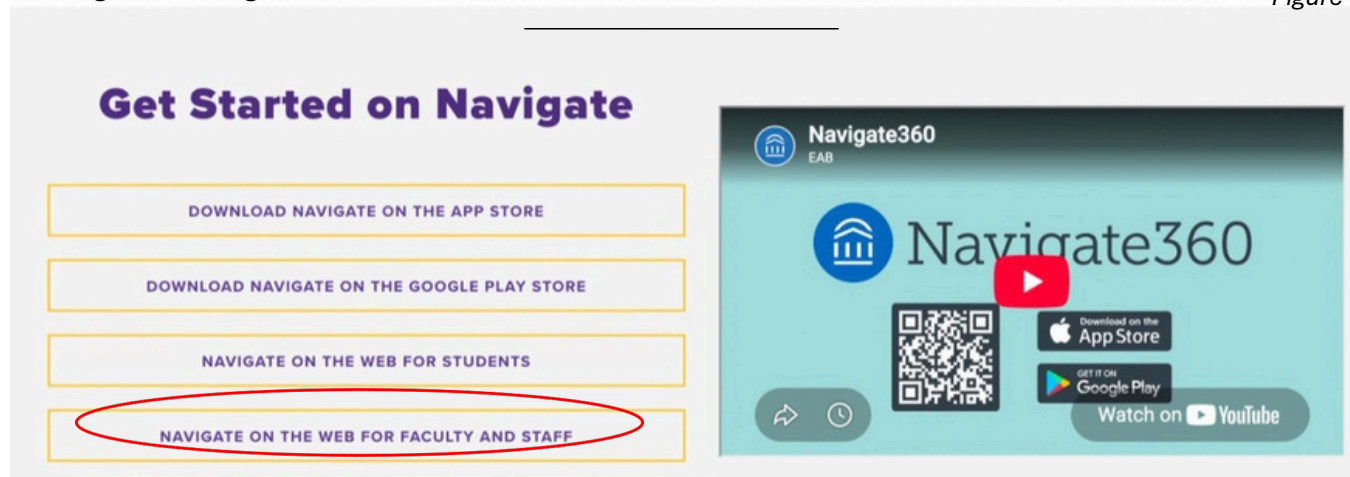


Figure 1 shows the Navigate on the Web for Faculty & Staff button.

**Step 2:** You will be taken to your Navigate Home page. From there, you can issue an alert on a student by clicking “Issue an Alert.”

Figure 2

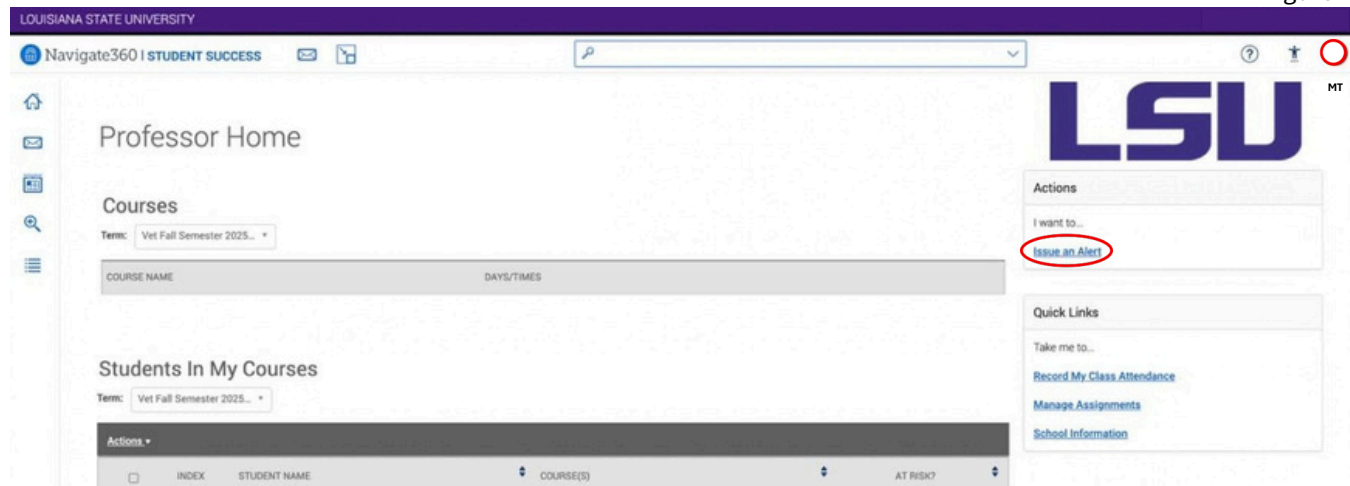


Figure 2 shows the “Issue an Alert” option on the right hand panel.

**Step 3:** After clicking “Issue an Alert,” a new screen will appear. Enter the student’s first and last name, select the reason for the alert, and choose your class from the “Associated with a Specific Class” dropdown. You may also add details about your concern in the “Additional Comments” box. Once you have completed these steps, click “Submit,” and the case will be sent directly to the CAS Academic Intervention Team.

Figure 3

Figure 3 shows the “Issue an Alert” screen.

Figure 4

Figure 4 shows a sample of a filled out alert and the submit button.