

# UWSP Navigate How-To:

## Issuing an Ad-Hoc Alert

*(Refer student to support services)*

[Login to Navigate Here](#)

Issuing an Ad-Hoc Alert will help students get in touch with student support services across campus, such as their Advising representatives, Disability Resource Center (DRC), Tutoring-Learning Center (TLC), Diversity & College Access (DCA), or Financial Aid.

### Issuing an Ad-Hoc Alert from your Staff Home Page:

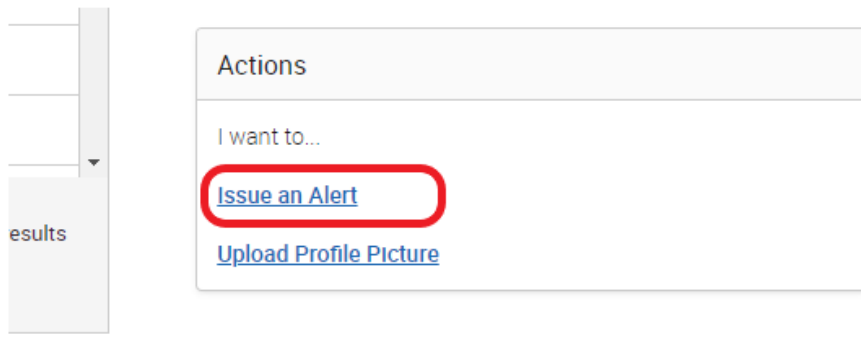
#### Step 1:

Be sure you are at your Staff Home Page. At your Staff Home Page select, “Issue an Alert” located on the right-hand side of your screen, underneath your profile picture. This will open the Issue an Alert menu.



#### Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at [Navigate@uwsp.edu](mailto:Navigate@uwsp.edu). Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!



results

Actions

I want to...

[Issue an Alert](#)

[Upload Profile Picture](#)

(cont.)

## Step 2:

In the Issue an Alert menu, select the student for whom to issue an Alert on, select an Alert Reason, associate the Alert with a class (optional) and provide as many details as possible explaining why the student is being referred for assistance in the Additional Comments box. This will make it easier for the referred department to provide the proper services to the student.

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**ISSUE AN ALERT**

Student

Please select a reason

Select at least one

Is this associated with a specific class?

Optional

Additional Comments

Cancel

Submit

You can search a student by name, or student ID.

Refer to Advisor or other support

Refer to Disability Resource Center

Refer to Diversity & College Access

Refer to Tutoring-Learning Center

Refer to help paying for college

Please select a reason will give you a dropdown menu with these options:

We currently have five Alert Reason options:

- Refer to Advisor or other support
- Refer to Disability Resource Center
- Refer to Diversity & College Access
- Refer to Tutoring-Learning Center
- Refer to help paying for college (Financial Aid)

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### **Step 3:**

**Click submit, and your Alert will be issued. But what happens when an Alert is issued?**

### **What happens when an Alert is issued?**

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