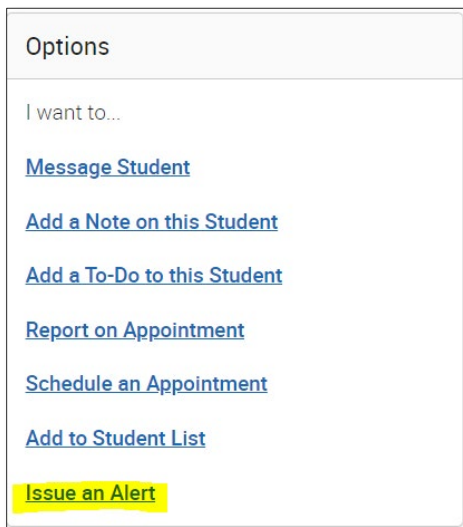


How to Issue a Navigate Alert (Staff)

Alerts are a way to draw attention to a student who might need additional support for a variety of reasons. Issuing an alert can draw attention to these students, create a direct virtual referral to a resource, and prompt action from another department. Staff users can issue an alert on a student at any time.

The most common way that staff members will issue a **Navigate Alert** for students is directly from a student's Navigate profile. On the righthand side of a student's profile under **Options**, select **Issue an Alert**.

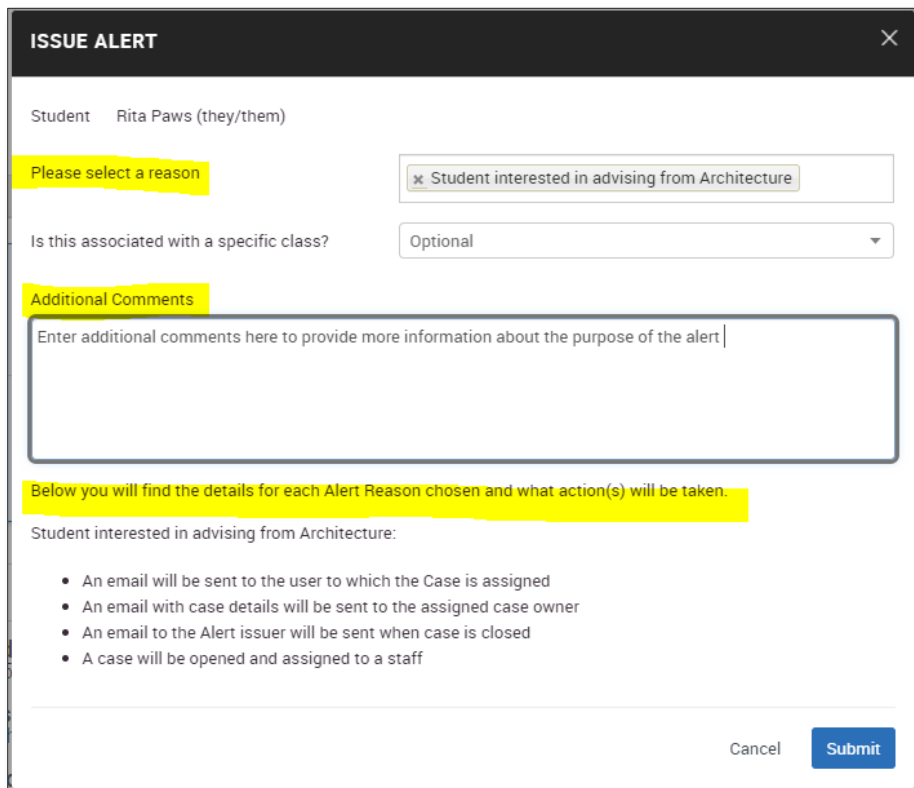


The screenshot shows a dropdown menu titled "Options" with the text "I want to..." above a list of links. The links are: "Message Student", "Add a Note on this Student", "Add a To-Do to this Student", "Report on Appointment", "Schedule an Appointment", "Add to Student List", and "Issue an Alert". The "Issue an Alert" link is highlighted in yellow.

The **Issue Alert** dialogue box will appear, where you can provide additional information on the alert.

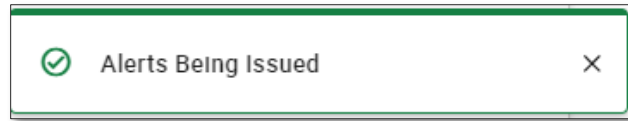
This includes:

- Selecting an alert reason from the drop-down menu
- Indicating if the alert is associated with a specific class (optional)
- Providing additional comments that can provide detailed information about the purpose of the alert



The screenshot shows the "ISSUE ALERT" dialogue box. At the top, it says "Student Rita Paws (they/them)". Below that, there is a section "Please select a reason" with a dropdown menu showing "Student interested in advising from Architecture". Next to it is a question "Is this associated with a specific class?" with a dropdown menu showing "Optional". Below that is a section "Additional Comments" with a text area containing the prompt "Enter additional comments here to provide more information about the purpose of the alert". At the bottom, there is a section "Below you will find the details for each Alert Reason chosen and what action(s) will be taken." followed by a list of actions for the selected reason: "Student interested in advising from Architecture: An email will be sent to the user to which the Case is assigned, An email with case details will be sent to the assigned case owner, An email to the Alert issuer will be sent when case is closed, A case will be opened and assigned to a staff". At the bottom right, there are "Cancel" and "Submit" buttons.

Once you select an alert reason, you will notice that more details appear at the bottom of the **Additional Comments** text box that describes the actions that will be taken after the alert is submitted. Click the blue **Submit** button to issue the Navigate alert. You should receive a pop-up confirmation message that alerts are being issued.



For more information about Navigate Alert types and the current workflow for intervention support, please contact the staff member serving on the **Navigate Taskforce** committee or reach out to us at navigate-support@uwm.edu.

Related Articles

- [Alerts](#)

To access the [Navigate Help Center articles](#), you must first go into Navigate > Help > Help Center and keep the Help Center opened in a tab.