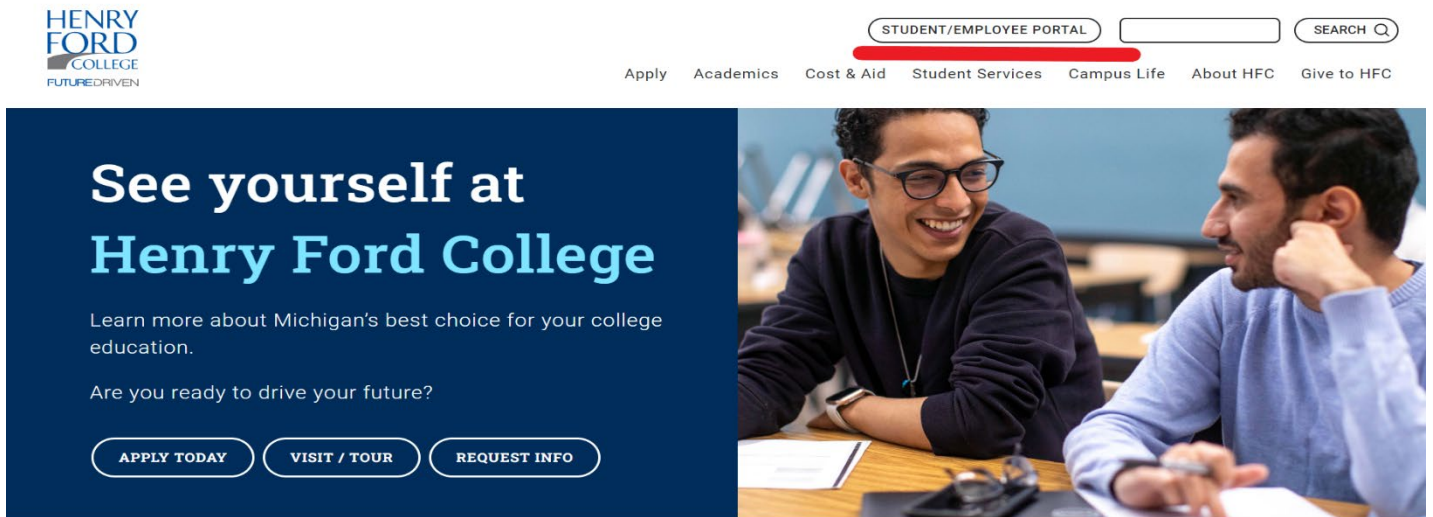


A Guide to Non-Course Alerts

How to Submit Non-Course Alerts – Faculty and Staff

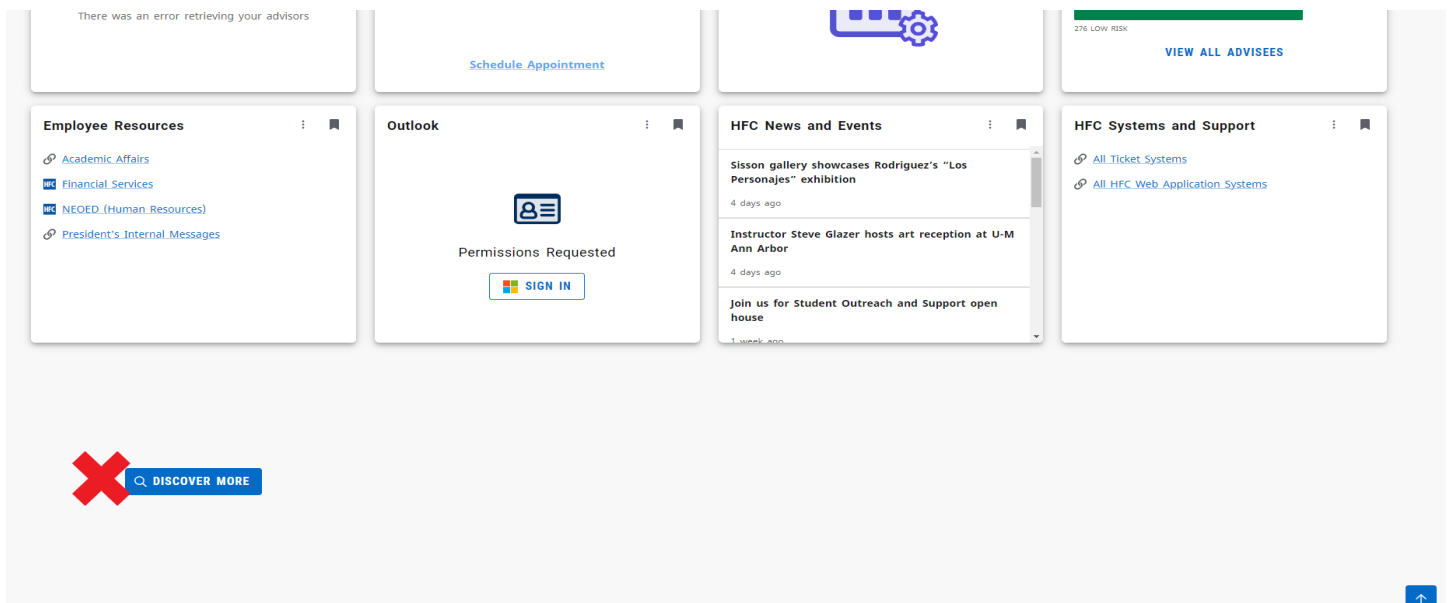
To Start - Visit my.hfcc.edu to access your faculty/staff portal. Log in using your HFC username and password.



Access the Non-Course Alert Submission Card

1. You will see multiple cards on your dashboard, including cards labeled “Commonly Used,” and “Campus Resources.” To enter a non-course alert submission, locate the card labeled “Non-Course Alert.”

Click on the blue “Discover More” button at the bottom to locate the card if you do not see it.





2. Locate the card labeled “Non-Course Alerts.”

Click the ribbon to the right of the title if you would like to permanently add this to your main portal dashboard.

Non-Course Alerts

Name Student ID

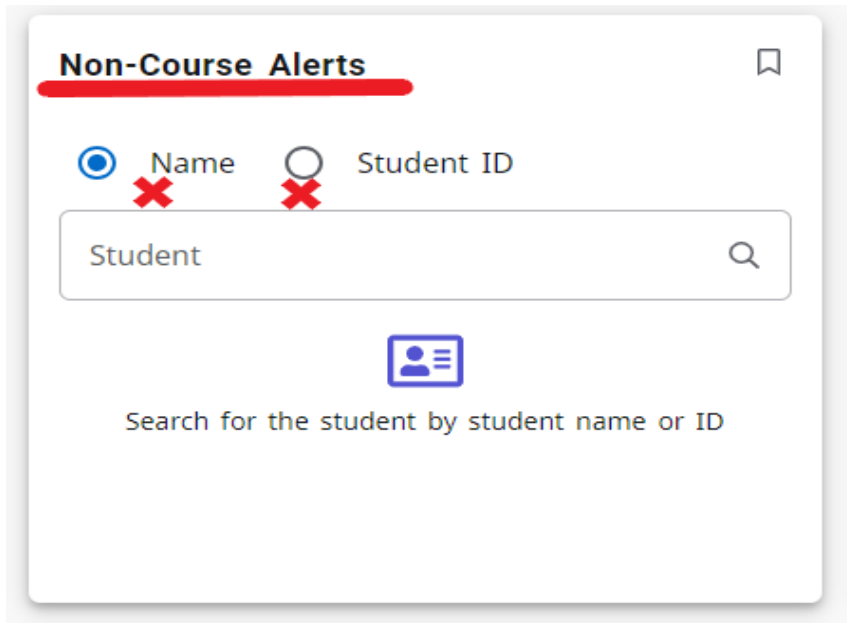
 



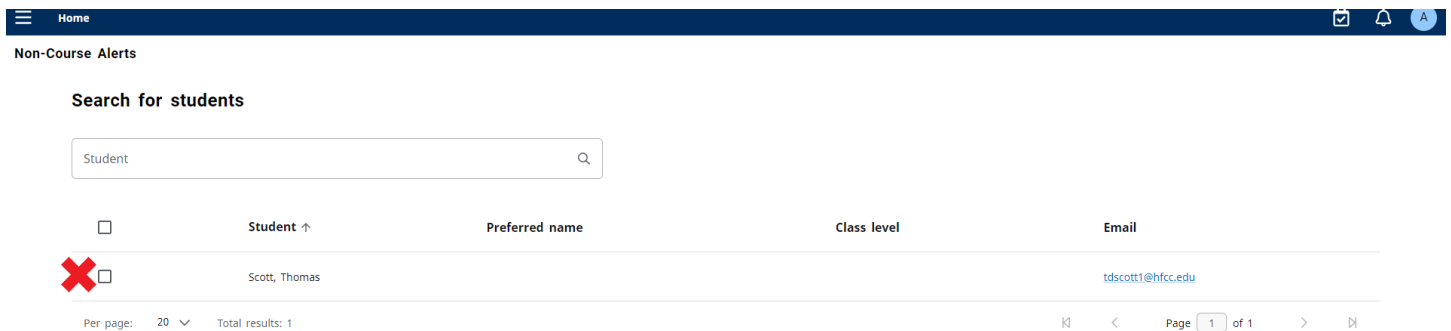
Search for the student by student name or ID

Submit an Alert

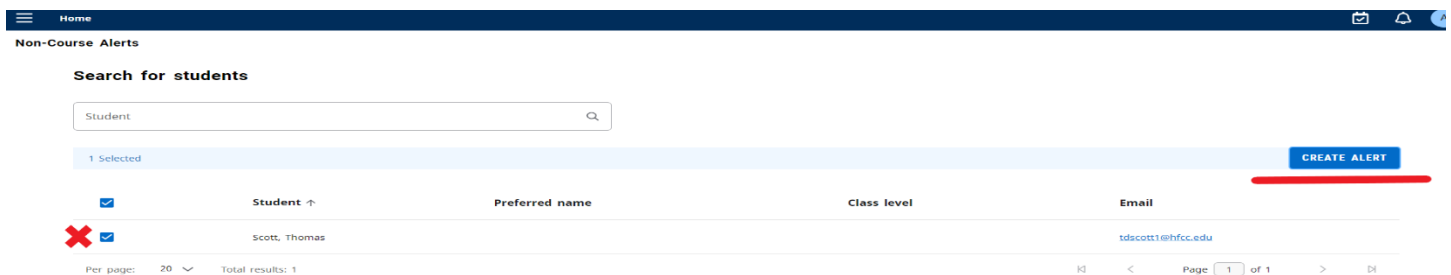
1. From the Non-Course Alert card, find the student which you want to enter an alert for. You can search students by their first and last name or use the student ID number.



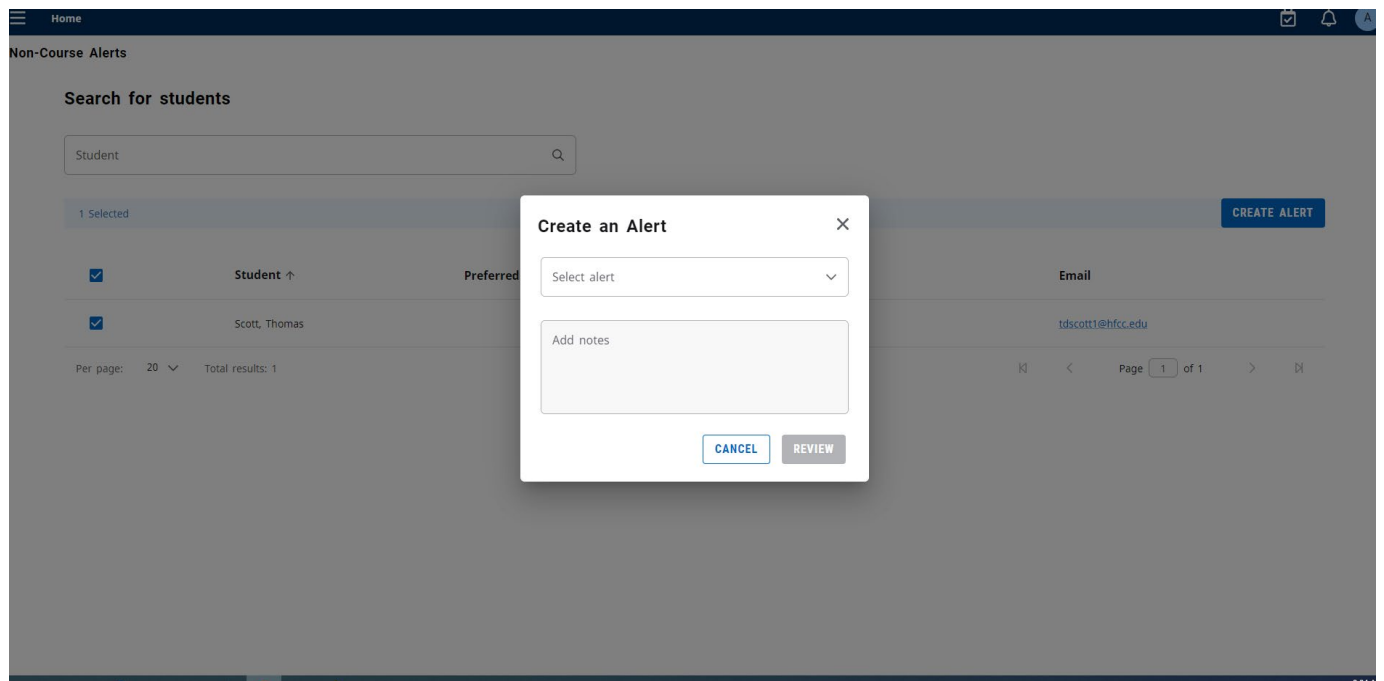
2. If the system recognizes the student by name or student ID number, they will appear. Select the checkbox to the left of the student's name to continue submitting an alert.



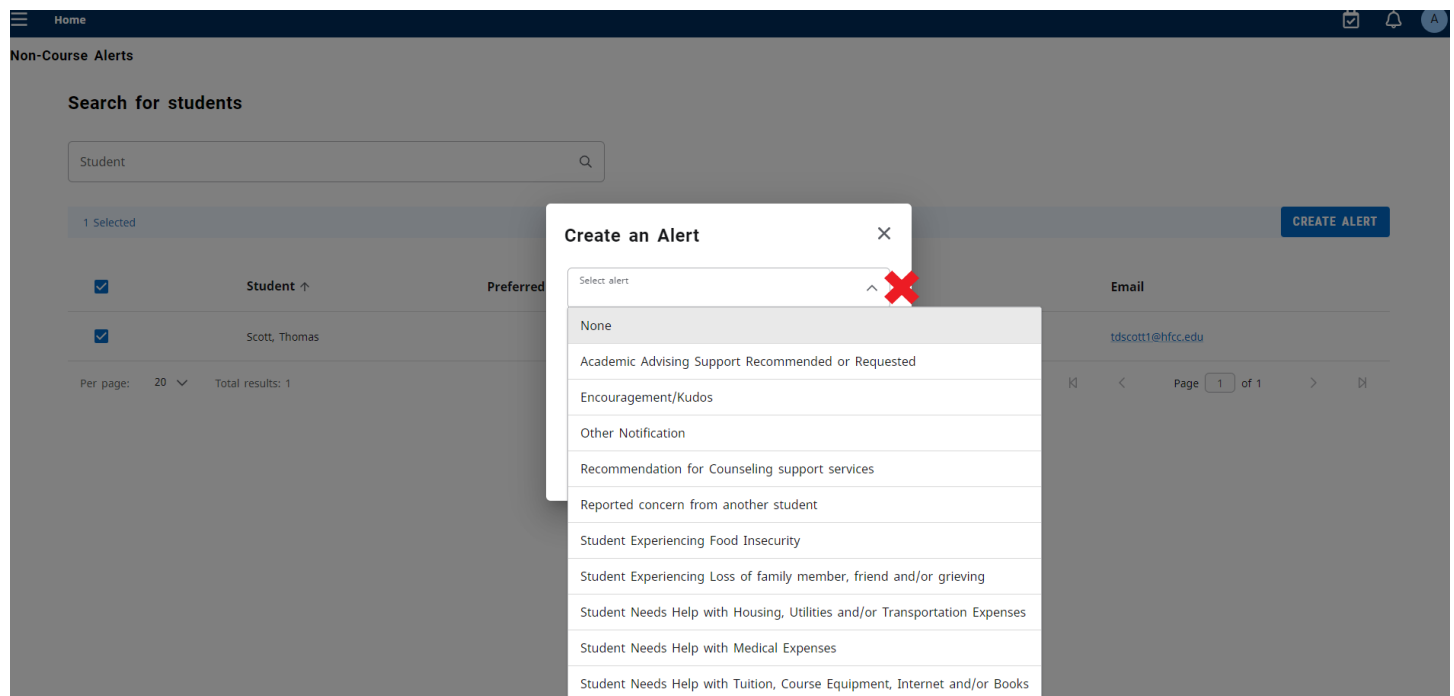
3. After selecting the student, click the button labeled "Create Alert" on the top right.



4. A box will appear titled “Create an Alert.”

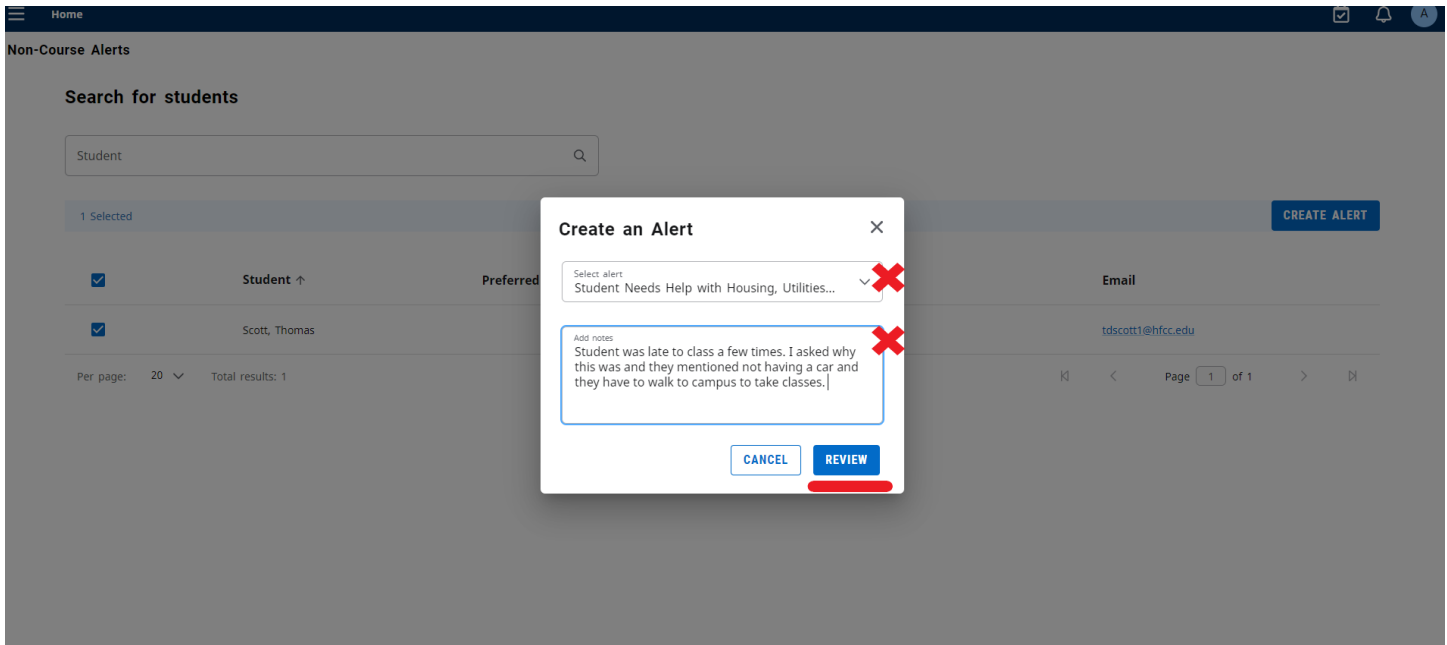


5. Click the dropdown in the box labeled “Select Alert.” Choose the alert you would like to submit for the student.



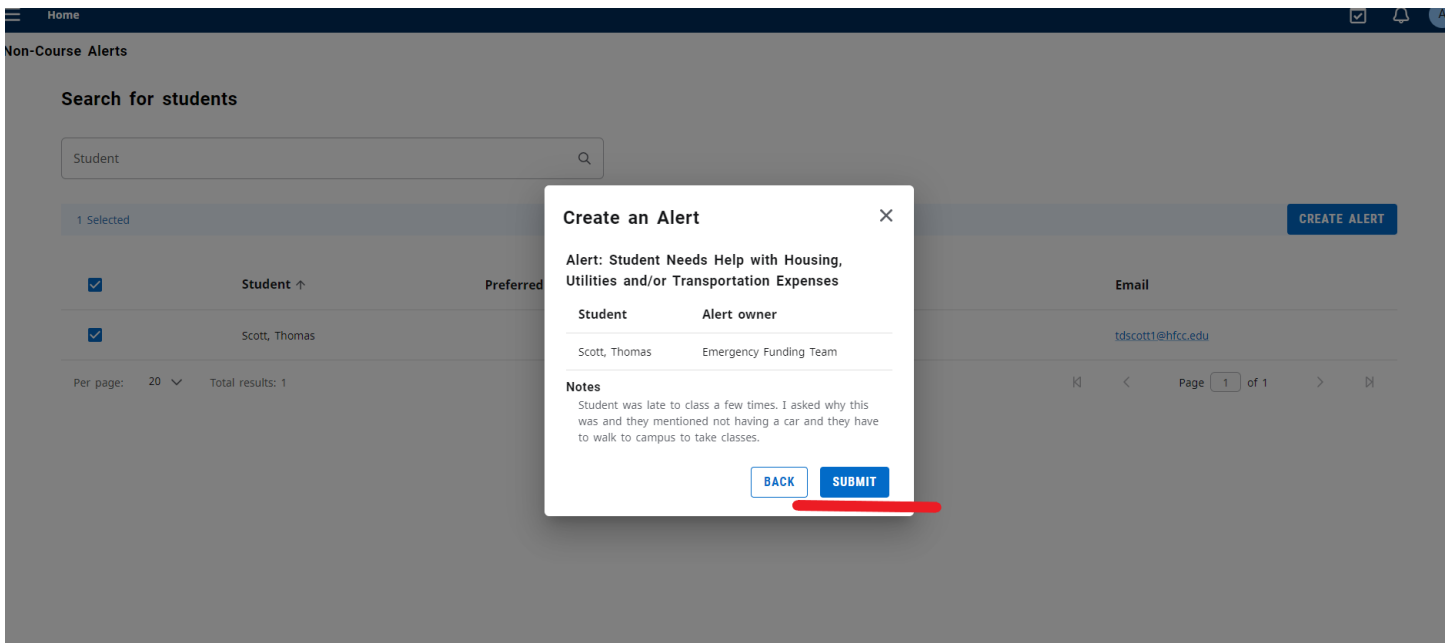
6. Once you have selected an alert type, you may also add personalized notes for the receiving office to view.

When you are finished, click the button labeled “Review.”



7. Review the alert and when you are satisfied, click the button labeled “Submit.”

Please note that the alert owner will be the office that will be taking action on the alert and not the person who created the alert.



What Happens After Alert Submission?

The alert will be routed to the proper student support office on campus. Depending on the alert type, the student will either receive information via email and/or text regarding associated support resources with instructions on who to contact for additional help, or the student will be contacted directly by a staff member associated with the alert type.