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

 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.



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.

Non-Course	Alerts	
O Name ★	Student ID	
Student		Q
Search for t	he student by student r	name or ID

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.

=	Home						¢	A
Non-C	ourse Alerts							
	Search for s	tudents						
	Student		٩					
		Student 个	Preferred name	Class level		Email		
	*-	Scott, Thomas				tdscott1@hfcc.edu		
	Per page: 20	✓ Total results: 1			K	< Page 1 of 1 >		

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

≡	Home					☑	4
Non-0	Course Alerts						
	Search for s	students					
	Student		Q				
	1 Selected					CREATE ALERI	
	_						
	—	Student T	Preferred name	Class level	Email		
	🗙 🛥	Scott, Thomas			tdscott1@hfcc.edu		
	Per page: 20	✓ Total results: 1			⊠ < Page 1 of 1	> >	

4. A box will appear titled "Create an Alert."

		wante an Alant	~		CREATE ALE
Student 🛧	Preferred	Select alert	~	Email	
Scott, Thomas		Add notes		tdscott1@hf	fcc.edu
tal results: 1					Page 1 of 1 > D
		CANC	EL		
	Student ↑ Scott, Thomas	Student Preferred Scott, Thomas all results: 1	Student ↑ Preferred Select alert Scott, Thomas Add notes al results: 1 CANC	Student Preferred Scott, Thomas Add notes all results: 1 CANCEL	Student ↑ Preferred Select alert Email Scott, Thomas Add notes Iddscottleh Add notes Idd Iddscottleh CANCEL REVIEW Iddscottleh

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

≡ '	Home						
Non-Co	ourse Alerts						
	Search for s	tudents					
	Student			Q			
	1 Selected			Create an Alert X			CREATE ALERT
		Student 🛧	Preferred	Select alert		Email	
		Scott, Thomas		None		tdscott1@hfcc.edu	
				Academic Advising Support Recommended or Requested			
	Per page: 20 ·	✓ Total results: 1		Encouragement/Kudos	KI	< Page 1 of 1	
				Other Notification			
				Recommendation for Counseling support services			
				Reported concern from another student			
				Student Experiencing Food Insecurity			
				Student Experiencing Loss of family member, friend and/or grieving			
				Student Needs Help with Housing, Utilities and/or Transportation Expenses			
				Student Needs Help with Medical Expenses			
				Student Needs Help with Tuition, Course Equipment, Internet and/or Books			
-							

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

Student			Q		
1 Selected			Create an Alert ×	CREATE A	LERT
	Student 🛧	Preferred	Select alert Student Needs Help with Housing, Utilities	Email	
	Scott, Thomas		Add notes	tdscott1@hfcc.edu	
Per page: 20 ∨	Total results: 1		this was and they mentioned not having a car and they have to walk to campus to take classes. CANCEL	d < Page 1 of 1 →	Я

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.

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Non-Cou	rse Alerts					
	Search for s	tudents				
	Student			Q		
	1 Selected			Create an Alert ×		CREATE ALERT
		Student 🛧	Preferred	Alert: Student Needs Help with Housing, Utilities and/or Transportation Expenses		Email
		Scott, Thomas		Student Alert owner		tdscott1@hfcc.edu
	Per page: 20 *	✓ Total results: 1		Notes Student was late to class a few times. I asked why this was and they mentioned not having a car and they have to walk to campus to take classes. BACK SUBMIT	13	< Page 1 of 1 > D

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.