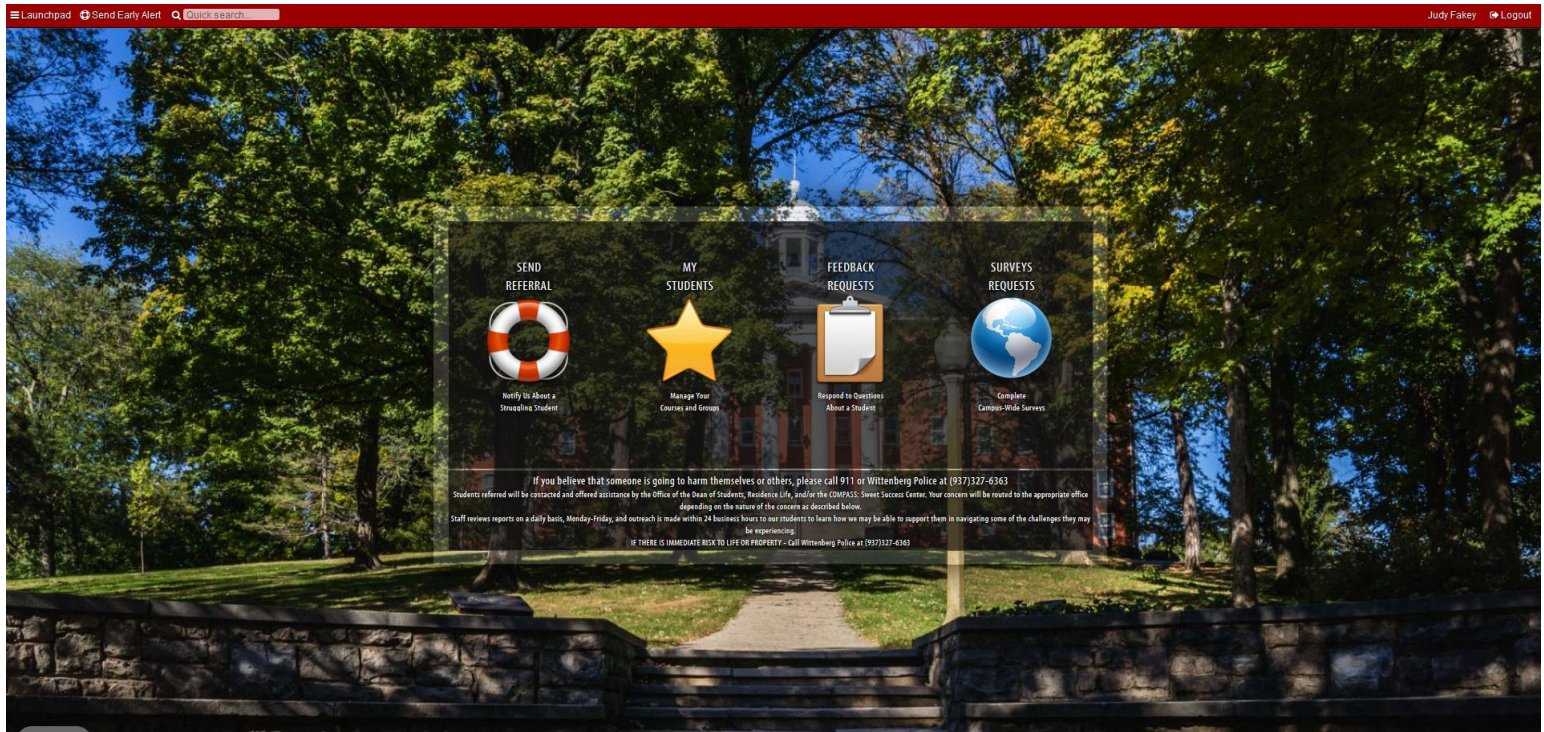
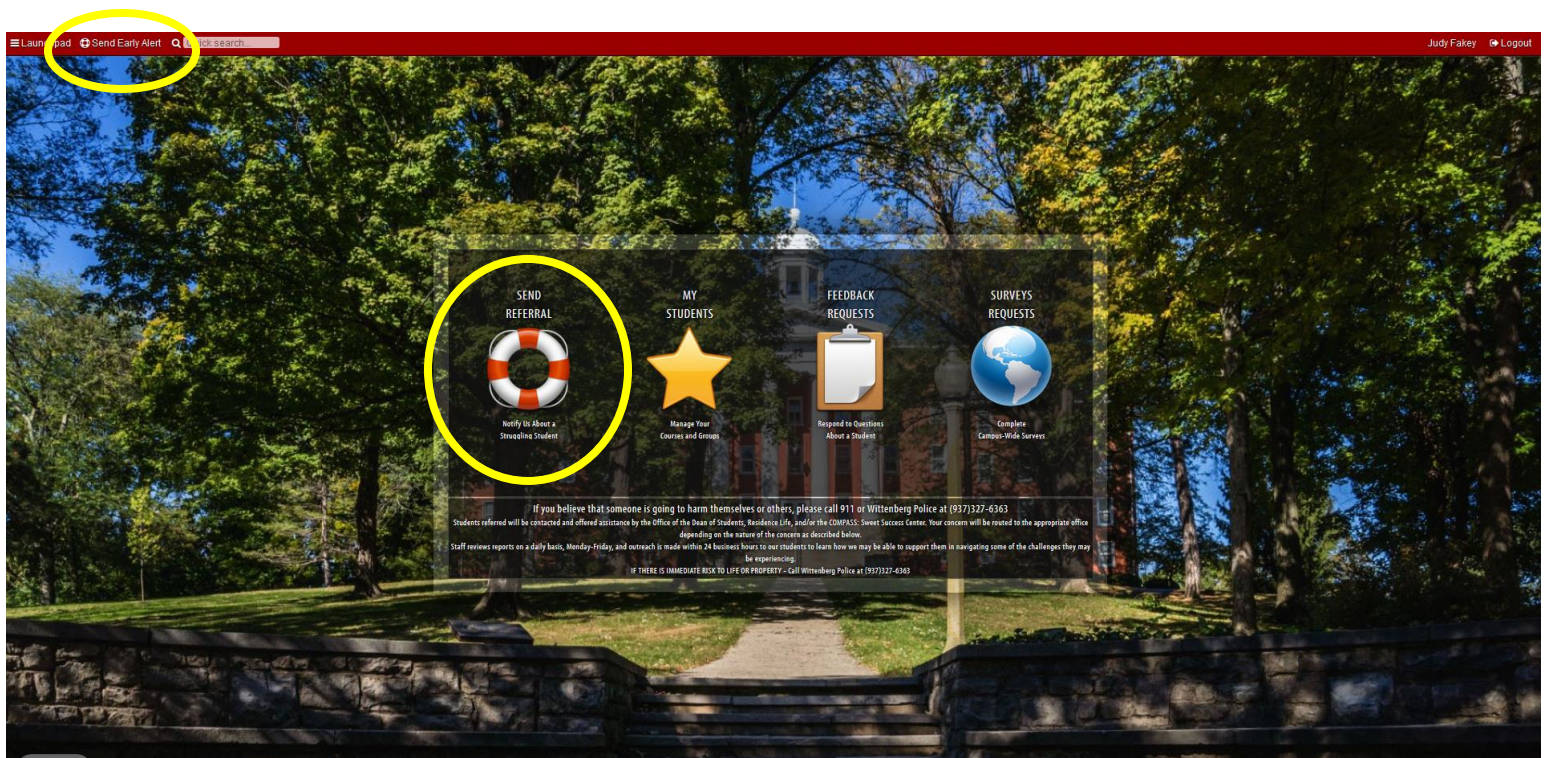


Early Alert Submission

- 1) www.wittenberg.edu/earlyalert



- 2) Click "Send Referral" or "Send Early Alert" – both will lead to the same form.



- 3) Search for student to refer – click “send alert” next to the student about whom you’d like to submit an alert. Please make sure that the individual you click is the individual about whom you’d like to submit an alert. In cases where multiple students share the same first and last name, please check ID number. ID card photos will also populate within the alert.

The screenshot shows a web browser window with the URL wittenberg.pharos360.com/referral_search.php. The page has a red header with the Wittenberg University logo on the left and navigation links (Launchpad, Send Referral, Quick search) and a user profile (Mary Britton, Logout) on the right. The main content area is titled "Send Referral" and contains a search section. The search section has a heading "Search for a Student to Refer" with a subtext "(available fields: primary login id, banner #, name or email)". Below this is a search input field with a "Search" button. Underneath the search field is a table with the following columns: "Primary Login ID", "Banner #", "Student Name", "Student Email", and "Actions". The table body is currently empty, with a placeholder text "Please enter a search above." at the top. At the bottom of the page, there is a footer with a "Help" button and a copyright notice: "Copyright © 2005-2023 Pharos Resources, LLC - All Rights Reserved - Licensed to Wittenberg University".

- 4) Top of form – you do not need to include any contact information for the student, here:

The screenshot shows two sections of a form. The left section is titled "Your Information (* denotes required)" and contains a paragraph of text: "Please provide the following information so that we can give you updates about the progress of this referral and understand your relationship to the student you are referring. We may contact you if we have further questions. Any information you provide in this referral may be shared with appropriate university staff under the restrictions set forth by FERPA." Below this text are three input fields: "Phone Number" (with a placeholder "(xxx) xxx-xxxx"), "* Department/Office", and "* Relationship to Student" (a dropdown menu with "Faculty" selected). The right section is titled "Thomas Admi's Information" and has a "View More" link. It contains a paragraph of text: "If you have contact information for this student that may not already be stored in the university's student information system, please click here to enter it." Below this text are two input fields: "Telephone" (with a placeholder "(xxx) xxx-xxxx") and "Cell Phone" (with a placeholder "(xxx) xxx-xxxx"). At the bottom of this section is an "Alternative Email Address" input field.

- 5) Complete appropriate checkboxes and general comments section.
- 6) Click “Yes” or “No” to “Add yourself to circle of care?”
 - a. Adding yourself to the “circle of care” eases communication and follow-up regarding an early alert.
- 7) Click “Preview”
- 8) If correct, click “Submit”
- 9) Click “Edit” if you need to update any responses.