1. Login to sc.campus.eab.com
2. On your Professor Home screen, click on the Issue an Alert button on the right side menu.
3. Search for and select the student you want to issue an alert for, then choose the reason. A few key alerts include:
   - Alert: Class Absence
   - Alert: Poor Grades/Assignment Concerns
   - Alert: Other (requires comments)
4. Select the class (if applicable) that the student is in.
5. Using the Additional Comments field, briefly outline the student need. Any details will help in an intervention!
6. Finally, click the Submit button.