How To Submit an Early Alert via Faculty Portal

1. Go to the Early Alert webpage: [https://www.delta.edu/employees/early-alert/index.html](https://www.delta.edu/employees/early-alert/index.html)
2. Click the “Submit an Alert” button.
3. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit an alert.

4. The roster of students will appear. Select a student. The alert choices will appear on the right side.

5. **Choose the best fit alert** for this student and click **Next**. You can select multiple students to submit one identical alert, but you cannot submit multiple alerts for the same student(s) at the same time.
6. **Add Reason for Referral** explaining purpose of referral and discussion with the student. Only Kudo Referral Reasons are seen by student. *If you selected multiple students, the same reason would appear for all students.*

7. You will get a **Review & Submit** screen to show you the student, who the alert is going to notify, and your reason for referral. Click the **Submit Alerts** button to activate alert.