

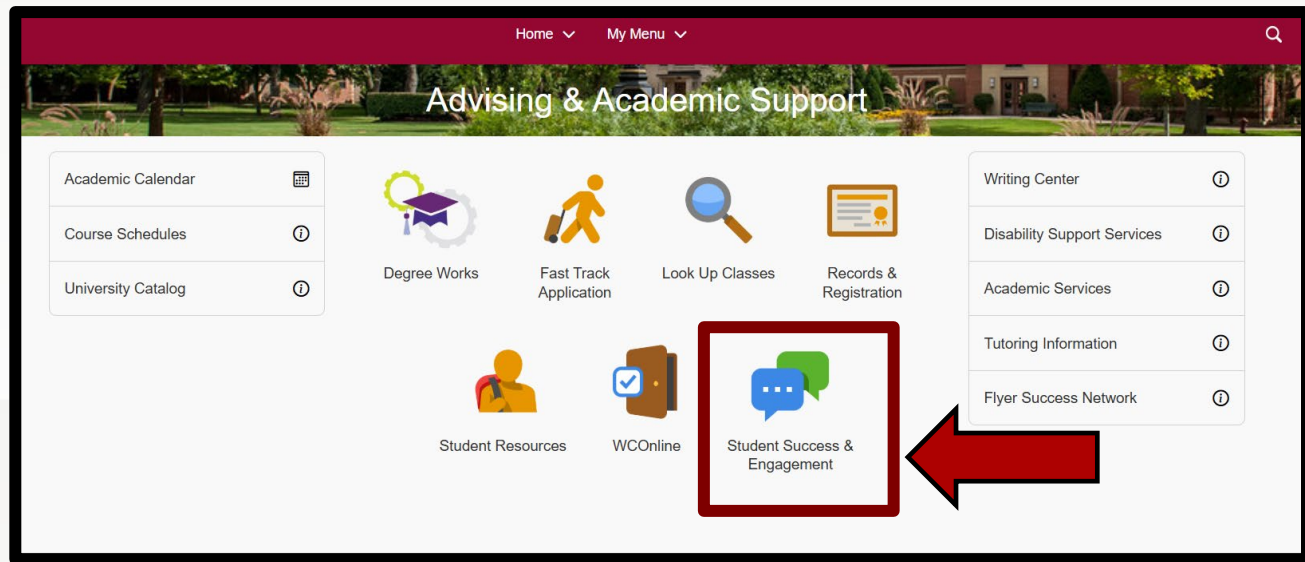
How to Raise an Academic Alert in Student Success & Engagement (SS&E)

Before we begin, are you a Faculty Mentor?
Do you advise students?
SS&E supports advising and connects you
with your students' Success Coach!

We would love to train you & your colleagues
in your academic department!

**Sign up for a Spring Community Hour training
[by clicking here.](#)**

Login to myLewis & click on Student Success & Engagement



Or, for a direct link, bookmark lewisu.avisioapp.com in your browser and login using single sign on.

Your courses appear here when you login.

The screenshot shows the 'watermark Student Success & Engagement' interface for LEWIS UNIVERSITY. The top navigation bar includes links for Home, Student, Courses, and Campaigns, along with a search bar and an 'Advise' button. Below the navigation bar, the section is titled 'Courses (1)'. A table lists the available courses:

Code	Name	Students	Status
UNIV 10100 018 Sun 8/24/2025 - Fri 12/12/2025	Intro College Experience	22	In Progress

A red rectangular box highlights the 'Code' column for the first course, and a large red arrow points from the box towards the left, indicating where to click.

**Click on the name of the course
that is relevant to the alert you are raising.**

3 STEPS

STEP TWO: Click Alert.

STEP ONE:

Select the student(s) you want to raise an alert(s) on.

The screenshot shows the 'watermark Student Success & Engagement' interface. On the left, a list of students is displayed with checkboxes for selection. Lucas Acevedo is selected. A red arrow points from the 'STEP ONE' instruction to this list. On the right, a 'New Staff-Initiated Alert' modal is open. It contains a dropdown for 'Alert Reason (required)' with a red arrow pointing to it from the 'STEP THREE' instruction. Below this is a text area for 'Comment (required)' and 'Enter Message'. At the bottom right of the modal are 'Send' and 'Cancel' buttons, with a red arrow pointing to the 'Send' button from the 'STEP THREE' instruction. The modal also includes a header, a notification icon, and a 'Recipients (required)' section with a note to 'Please select an early alert reason'.

watermark Student Success & Engagement

Home Student Alerts

Message Alert Task Cancel Meeting

INSY 23000 001

Registered x

Student

- ☒ LA Lucas Acevedo
Cybersecurity BS [BS-CYBS-1]
Athlete Baseball First Semester FY Student Advising for SP26 Complete
- ☐ DA Daniela Alvarez
Cybersecurity BS [BS-CYBS-1]
Advising for SP26 Complete
- ☐ BB Brandon Barajas
Cybersecurity BS [BS-CYBS-1]
New Transfer Student HOLD: Balance Due
- ☐ KC Kevin Cordova
Information Technology BS [BS-INTH-1]
First Semester FY Student Advising for SP26 Complete
- ☐ MD Mackenzie DeLeon
Cybersecurity BS [BS-CYBS-1]

Registered

New Staff-Initiated Alert

① Staff initiated alerts will be submitted to the appropriate staff members based on permissions.

Staff Initiated Alert For
Lucas Acevedo

Alert Reason (required)
Select...

Recipients (required)
① Please select an early alert reason

Comment (required)
Enter Message

Send Cancel

STEP THREE: Pick an alert reason, add comments to help us understand your concerns, & hit send.

What happens next?

- Student(s) Success Coach/Advisor & Faculty Mentor will be alerted!
- Success Coach/Advisor will reach out to the student and provide support.
- Faculty who raised the alert will get an email with notes once the alert is closed.
- Alert notes stay on the student profile, so those who support the student will know for the future.

Additional Training & Help Available

- Request one-on-one training [by clicking here.](#)
- Sign up for a Spring Community Hour training [by clicking here.](#)