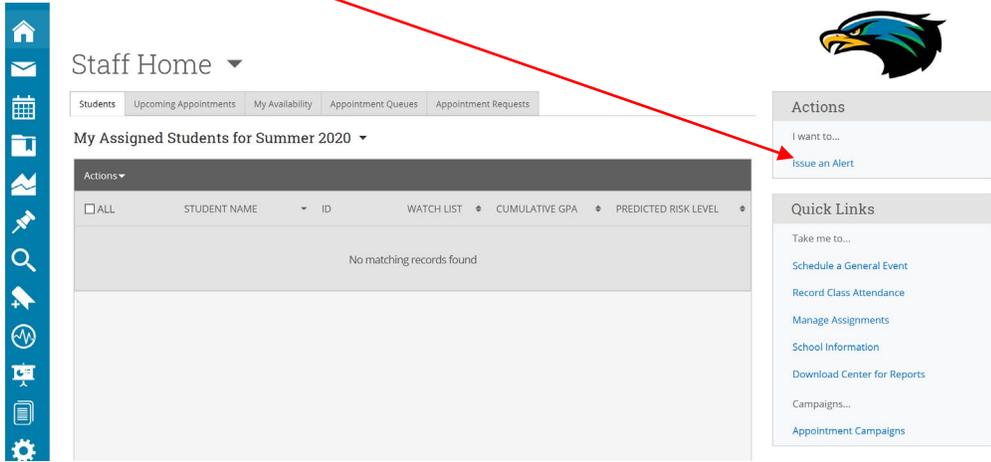
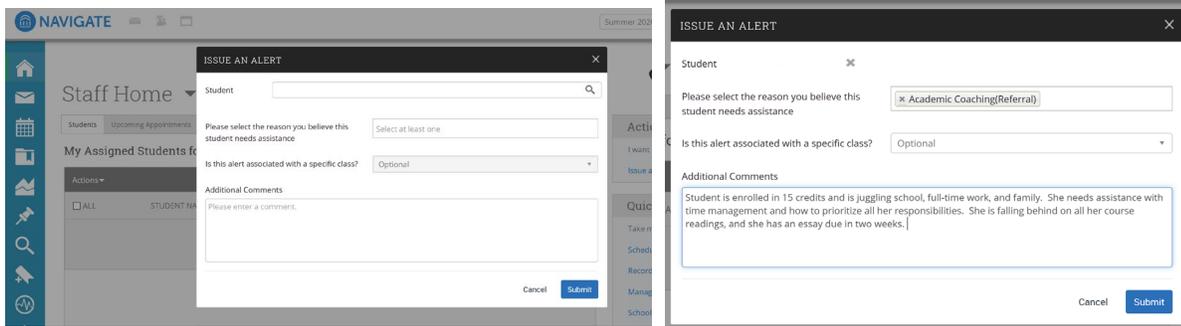


How an advisor refers students to UHCL resources/care units (ex, Writing Center, Math Center, & Student Success Center).

Steps 2-3 provide instruction on how to submit a referral. Steps 4-5 provide instructions on how to view and manage submitted referrals (detailed instructions on How to manage cases work-aid).

Steps	Descriptions
1.	Login: to EAB https://uhcl.campus.eab.com/ Using your PS credentials.
2.	<p>Click: Issues an Alert Dialogue box will pop-up. See step 3.</p> 
3.	<p>Enter required information</p> <ul style="list-style-type: none"> • Student Name • Reason for referral • Class (optional) • Additional Comments (It is essential to provide a brief explanation of the student's situation and needs.) <p>Click: Submit</p>  <p>DONE</p> <p>How to refer student instructions end here. Next pages explain how to view and manage referrals.</p>

4. To view cases (referrals):
Click: **Cases** (folder looking icon) Then see step 5

5. **From this page, you can manage your cases (referrals). Cases can be pulled by status, care unity, student, etc.** NOTE: When you make a referral, EAB opens a case, which is how the referral is tracked and closed.

STUDENT	STATUS	CARE UNIT	REASON	DATE OPENED	OPENED BY	DATE UPDATED	UPDATED BY	ASSIGNED TO	CASE OWNER:
	Open	Coaching & Academic Workshops	Academic Coaching(Referral)	05/22/2020	Kristi Rickman	05/22/2020	Kristi Rickman	Amber Tallent	Manage Case

DONE

NOTE: Student will receive an email indicating they are beginning referred to a UHCL service.