

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 creditals.				
2.	Click: Issues an Alert				
	Dialogue box will non-un See sten 3				
	$\sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i$				
	Staff Home 🔻				
	Students Upcoming Appointments My Availability Appointment Queues Appointment Requests	Actions			
	My Assigned Students for Summer 2020 👻	l want to			
	Actions•	Issue an Alert			
	ALL STUDENT NAME - ID WATCH LIST + CUMULATIVE GPA + PREDICTED RISK LEVEL	• Quick Links			
		Take me to			
	No matching records tound	Schedule a General Event			
		Manage Assignments			
		School Information			
	· · · · · · · · · · · · · · · · · · ·	Download Center for Reports			
		Campaigns			
	ö	Appointment Campaigns			
5.	 Student Name Reason for referral Class (optional) Additional Comments (It is essential to provide a brief explanation of the student's situation and needs.) Click: Submit				
	ISSUE AN ALERT X Student Student Staff Home Student Q Please select the reason you believe this student needs assistance				
	My Assigned Students reds assistance My Assigned Students reds assistance Is this ale	rt associated with a specific class? Optional r			
	Is this alert associated with a specific class? Optional * Issue a Additional Additional Additional Comments	Comments			
	Additional comments Additi				
	Q Sched				
	Recre Cancel Submit School				
	DONE				
	How to refer student instructions end here. Next pages explain how to view and manage referrals.				

Updated 06/10/2020

	EAB Navigate		UHCL	The choice is clear.
4. To Cl M M M M M M M M M M M M M M M M M M	o view cases (referrals): ick: Cases (folder looking icon) Then see step staff Home • staff dome • wassigned Students for Summer 2020 • Mutch List • CLANULATIVE GPA • PREDICTED Risk Level • No matching records found	5		
5. Fra	Cases for Students Enrolled in Status Open Care Unit Student Student Student Student Opened By All All Status Open Care Unit Student Opened By All Core Unit Student Open Core Core Unit Core U	errals). Cases can case, which is how a Selected Te: Assigned To Anyone * DATE OPENED * OPENED BY 05/22/2020 Kristi Rickman	be pulled by status, car the referral is tracked and TTM Alert Reasons Date Opened Any Reason * to (* DATE UPDATED * UPDATED BY 05/22/2020 Kristi Rickman Amber	Image: Case Image: Case
	ONE OTE: Student will receive an email indicating t	hev are beainning	referred to a lIHCL serv	vice
	s i 2. stadem will receive an email matculing l	ney are begunning	rependento a Orice serv	vicc.