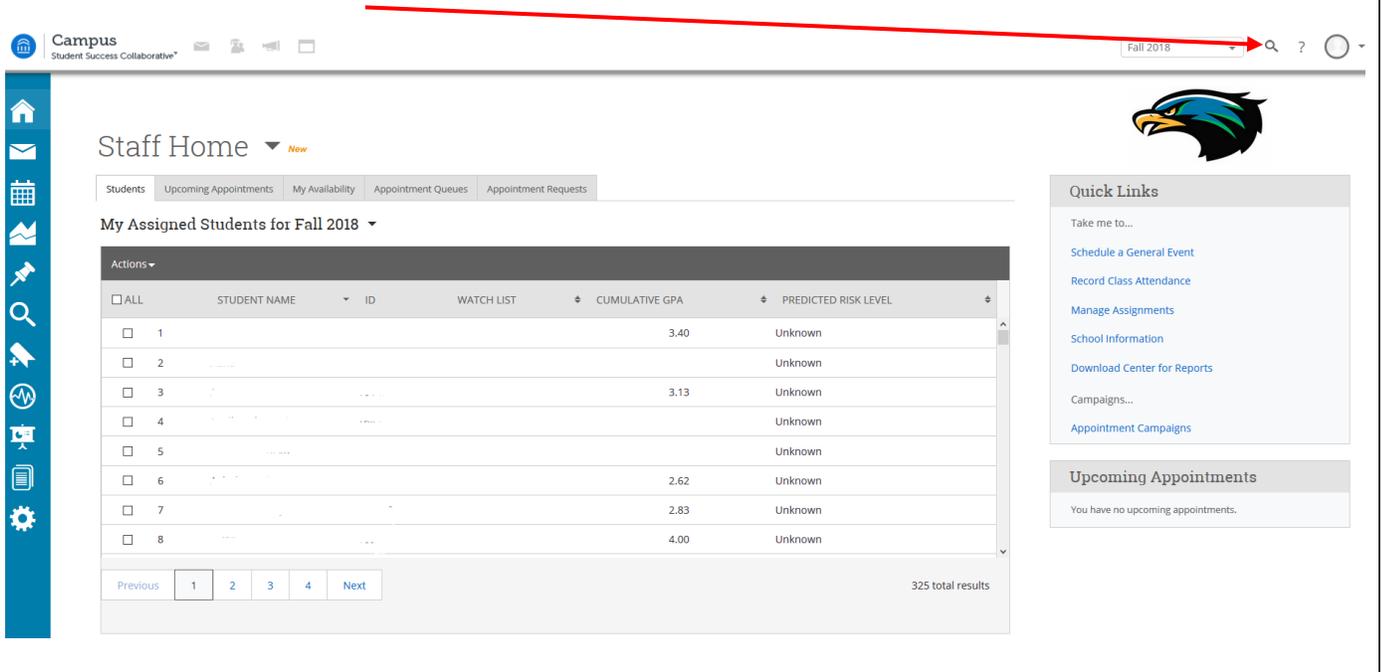
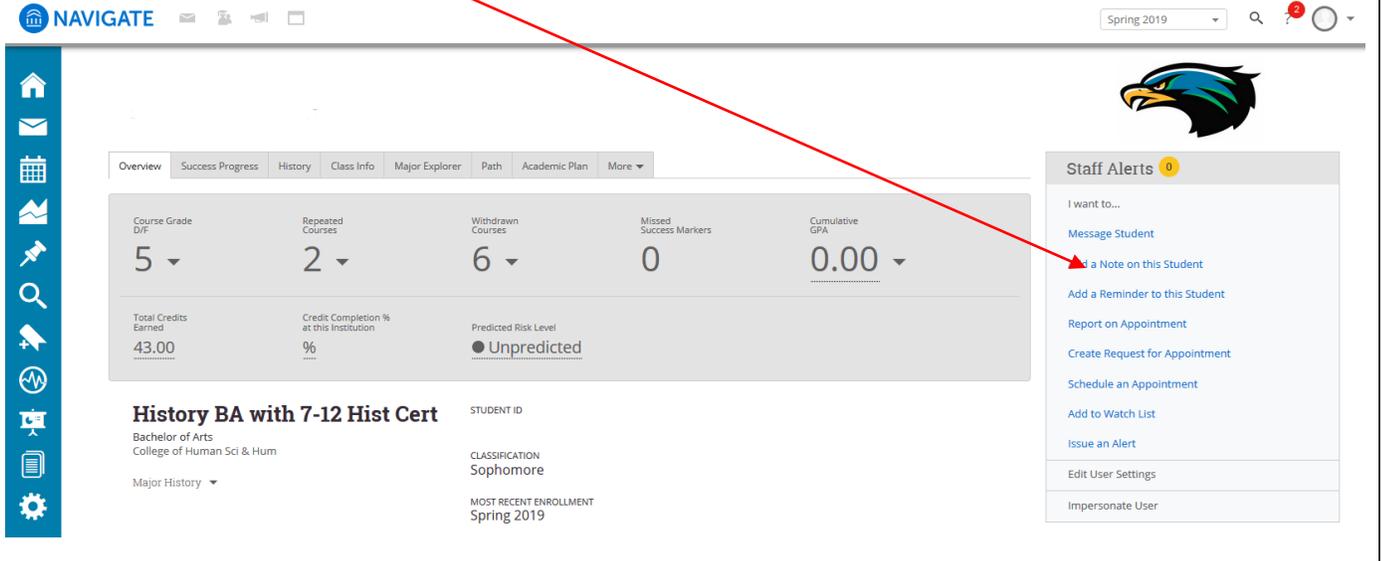


How to write a note anytime about a student to document emails, calls or need-to-know items for other advisors or other UHCL stakeholders. **(Not for appointment documentation.) It is like a sticky note!**

Steps	Descriptions
1.	Enter your UHCL user ID/user name and password to login to EAB. <a href="https://uhcl.campus.eab.com">https://uhcl.campus.eab.com</a>
2.	<p>Click: <b>Spy Glass (located on the upper right hand side of screen)</b> and type of in student's name or ID# <b>Then click on student's name.</b></p> 
3.	<p>Click: <b>Add a Note on this Student link</b></p> 

4.

Enter: **Information in text box**

Under Relations Enter: **Note Reason (click box and dropdown will appear)**

Under Visibility Check box/option: **Who can see the note in EAB.**

**Note: If you are copying and pasting your note, you will need to copy using key board (Ctrl + C) and paste (Ctrl + V).**

ADD A NOTE TO

Note (Required)

**Note Subject**

Other  
Physics BS

**Relations**

Note Reason

Note URL

**Visibility**

Media Only?

Printed Student Report

Who can see the note in EAB?

Attach File  No file selected.

Cancel

Check is option to make this note only viewable by author of note. If this option is **NOT** checked, any user with the "Note View" permission will be able to view this note.

Check this option if you wish to allow the selected student to view this note.

Click: **Save Note**

**Done**