

## [Video Tutorial](#)

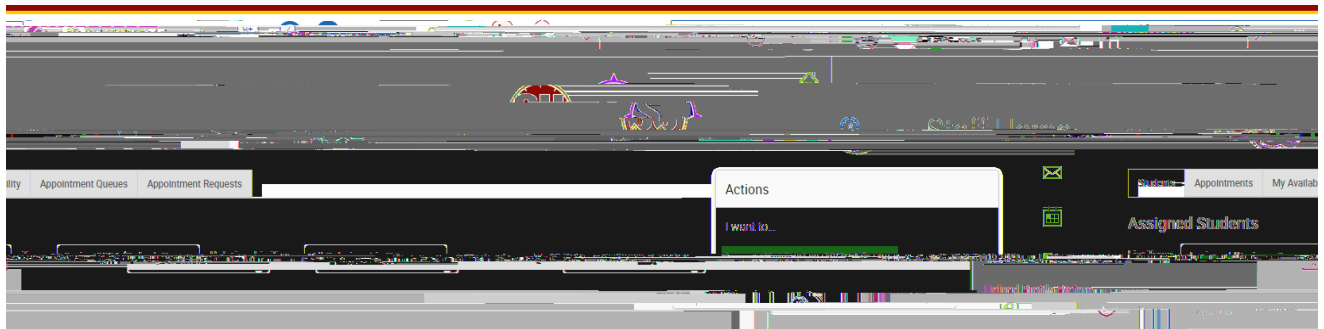


Notification\_Referral Navigate360.mp4

Step 1: Log in to your [Navigate](#) account.

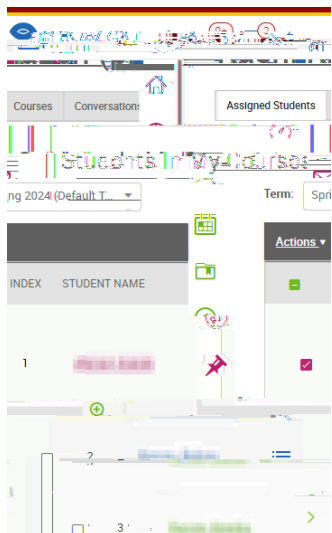
Step 2: There are three ways to issue a notification/referral.

Issue a notification/referral from the home page.

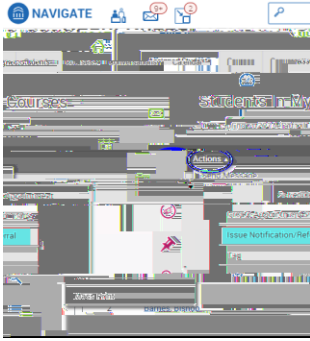


Issue a notification/referral from the action button on your advisee (staff) or class (professor) list.

- a. Select the checkbox next to the student's name.



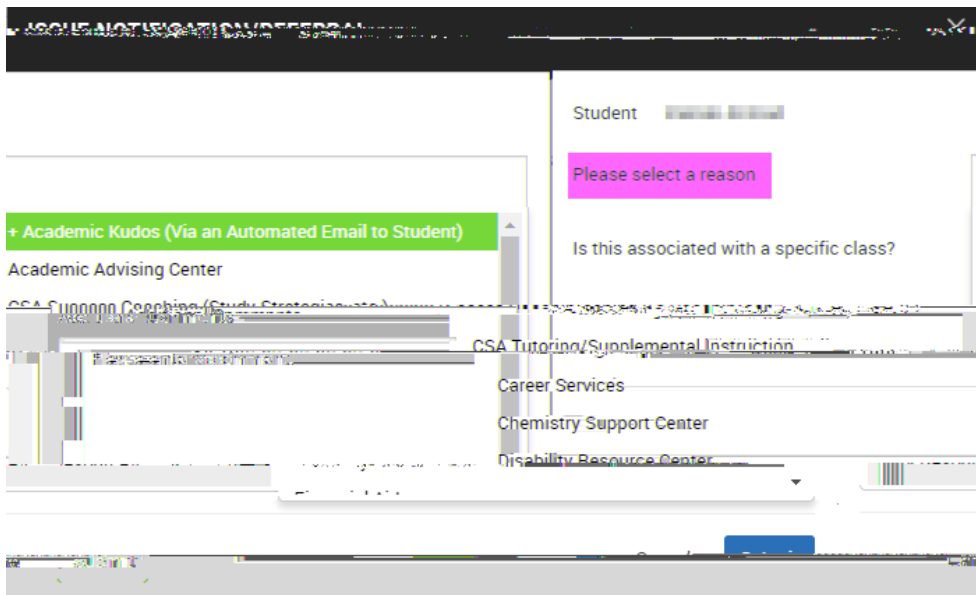
- b. Click on action and select notification/referral.



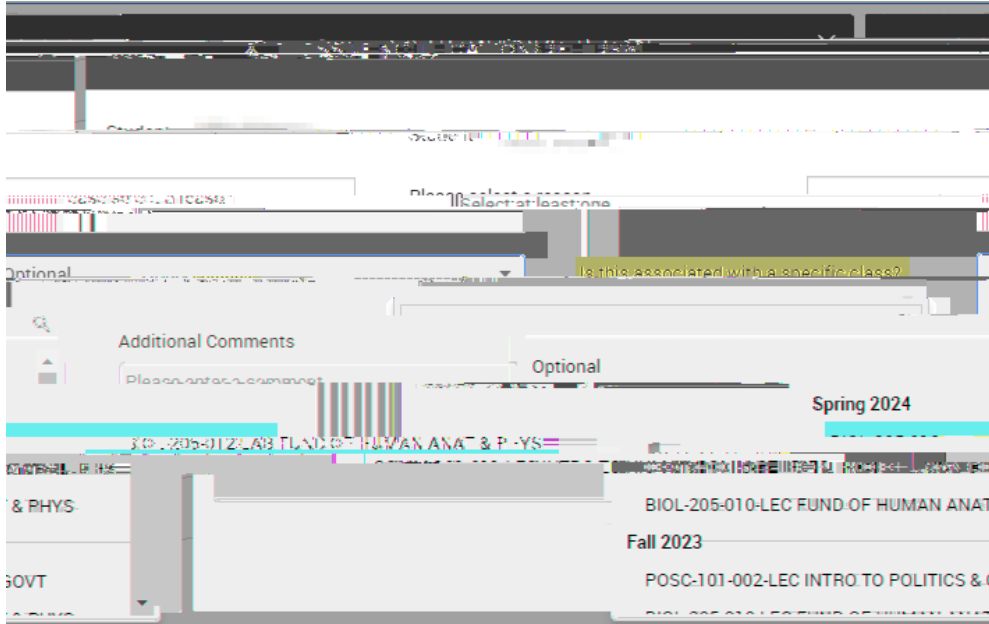
Issue a notification/referral from the student page.



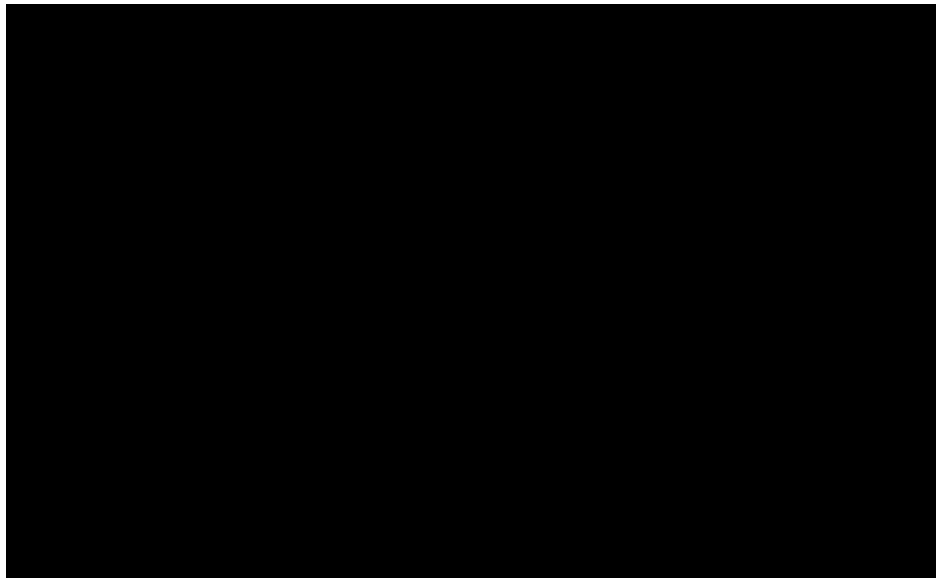
Step 3: Select a reason for the notification/referral



Step 4: Indicate if the notification/referral is associated with a specific course. This is helpful if a student needs tutoring or is missing class.



Step 5: Provide any additional comments that would be helpful.



Step 6: Click submit for the notification/referral to be sent to the appropriate support team.

#### Workflow of Notification/Referral

- < Faculty raise notification/referral
- < Received by Salisbury University office (Academic Advising Center, Center for Student Achievement, Disability Resource Center, etc.), that creates a case

- < Outreach to connect with the student via email, text, phone call
- < Schedule an appointment with the student
- < Report on appointment in Navigate (see notes, appointment summary)
- < Manage case or refer to the appropriate office
- < Email to the notification/referral issuer when the case is closed (NEW Spring 2024)