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*Early Alert Form Instructions*

1. **Browse to the Early Alert Form Website and Login**
   
   In order to use the Early Alert Form you will need to visit the following link:
   
   [https://apps.imperial.edu/early-alert](https://apps.imperial.edu/early-alert)

   Alternately, you can go to the Faculty and Staff page on the IVC website:
   

   And then click on the Early Alert Form link:

   **On Campus Links**

   - Early Alert Form
   - Class Scheduling Report (IE browser only)
   - Windows XP Service Pack 3 Local Download
   - Office Compatibility Pack
   - Mozilla Firefox 3.0 (not recommended for Banner users)
   - Adobe Acrobat 9.0 Installer

   When the page opens, a form will be displayed asking for your GNumber (your SSN will not work) and WebSTAR PIN:

   ![Imperial Valley College faculty login](image_url)

   You have requested access to a site that requires authentication.

   IVC ID: ____________________________

   PIN: ____________________________

   [ ] Remember Me

   **Login**

   For security reasons, please remember to quit your web browser when you are done accessing services that require authentication.

   So many of our programs and web pages that ask for your IVC ID and password will generate new URLs that begin with [http://www.imperial.edu](http://www.imperial.edu). In addition, your browser should visually indicate that you are accessing a secure page.

   [Imperial Valley College](http://www.imperial.edu)
After you fill out the login form above and click on the Login button you will hopefully be taken to
the main page of the Early Alert Form application, which will be shown on the next page. If the credentials
you enter are not valid you will just be taken right back to the login screen. If you continue to have
trouble logging, please contact me at omar.ramos@imperial.edu and I will see what the problem is.

2. CRN List
The initial screen after you login is the CRN List. Which is a simple list of CRNs for the courses you are
currently teaching:

At the top of this screen is a grey box with an important message that asks you to please only click on a
link once because:

The program has to go out to the Banner database to the retrieve the current class list for the CRN
that the instructor clicks, which can take a long time because of all of the data that has to be sifted
through. THIS CAN TAKE UP TO 30 SECONDS OR LONGER, especially during heavy load periods (usually
around noon) on campus so please be patient and only click on the link once.

The program will cache the student list retrieved from the Banner database for the current session, so
any subsequent visits to the Early Alert Form for the same CRN should be very quick after the initial
retrieval.

Another important feature to note is that your work in filling out an Early Alert Form is saved during the
current session. This means that you can fill out the Early Alert Form for one CRN, then come back to the
CRN List screen above, choose a second CRN, fill out the Early Alert Form and send it, then go back to
the first CRN make your final changes and then send that one.
3. Early Alert Form for a Specific CRN

After click on one of the CRN links on the CRN List screen you will be taken to the Early Alert Form for that specific CRN as the example on the next page shows:

![Early Alert Form for CRN:00002](image)

Hopefully you can make out that students are listed in alphabetical order by last name and their GNumbers are also present.

You have the ability to mark the following for each student:

- Unsatisfactory Performance
- Unsatisfactory Attendance
- Counseling Recommended
- Tutoring Recommended
- See Instructor

In addition, you may add your own personal note for each student.
The last column with the “Submitted” options that are grayed out is unused by the application so you can safely ignore it.

At the bottom of the Early Alert Form page you will see the Confirm Email button, which will show you a confirmation of the data that will be sent to the Counseling office about your class.

After you have filled out the Early Alert Form to your satisfaction, go ahead and click on the Confirm Email button.

This will take you to the Confirm Email page which will look similar to the following:
Send Email for 00002?

Make Changes
Back to your Class List
An email like the following will be sent if you submit this form

Send Email

IWC Instructor 00002
G00000000
Instructor Comment
Note to student 1

G00000001
Instructor Comment
Note to student 2

G00000002
Instructor Comment
Note to student 3

G00000003
Instructor Comment
Note to student 4

Send Email

At this point you can click on the Send Email button which will send an email to the Counseling Office.

Alternately you can go back and make some additional changes to the Early Alert Form you were just working on, or you can go back to the CRN List screen to work on an Early Alert Form for a different CRN.