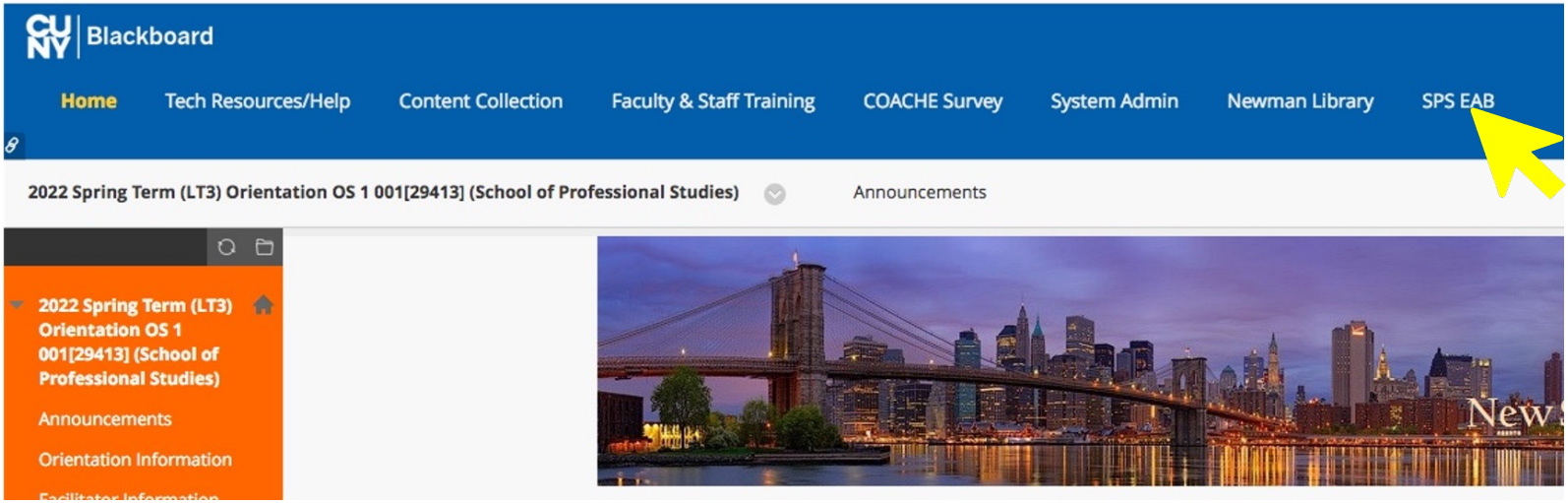
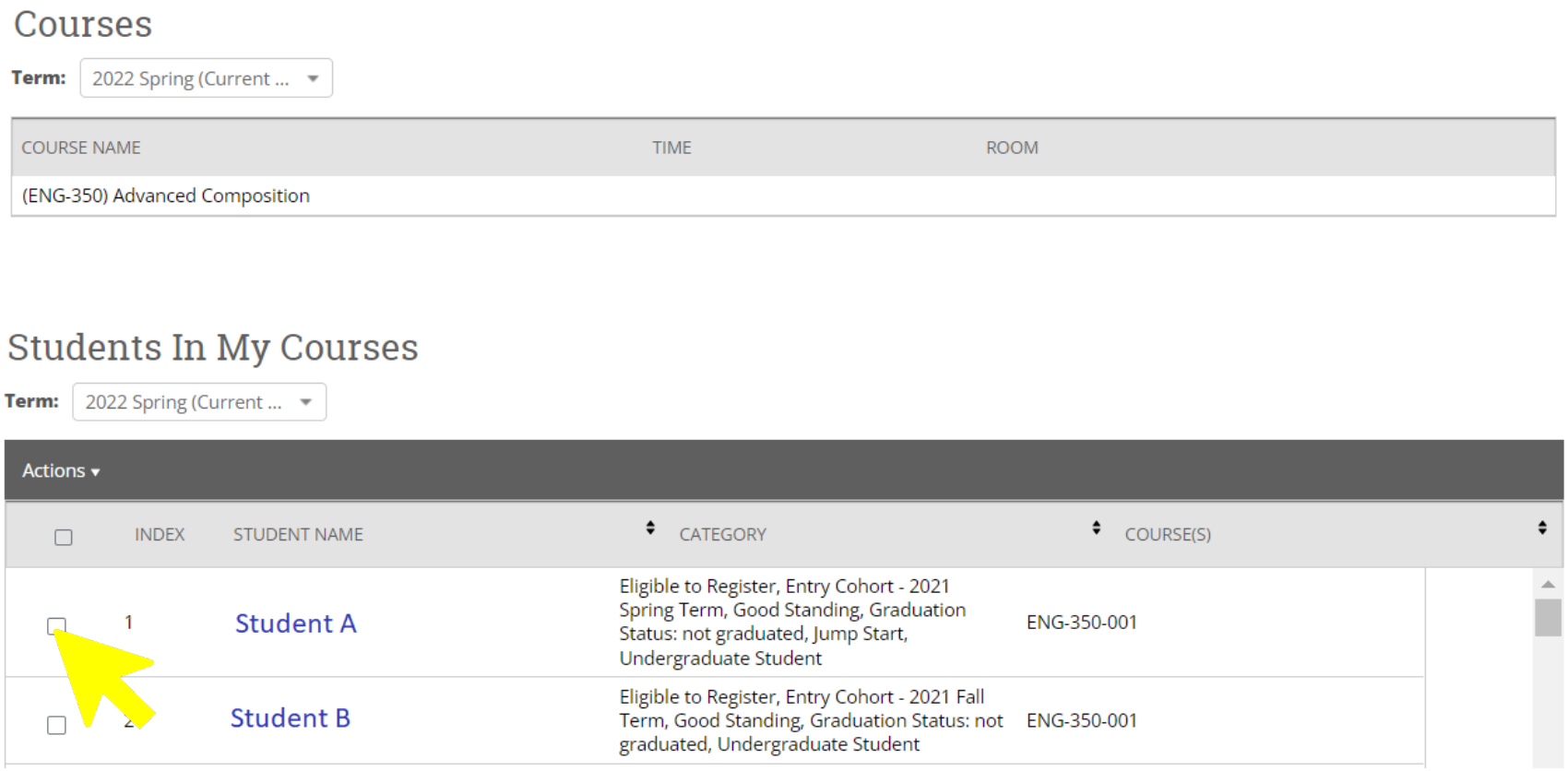
Ad hoc alerts

STEP 1: Log into Navigate using your CUNY login credentials



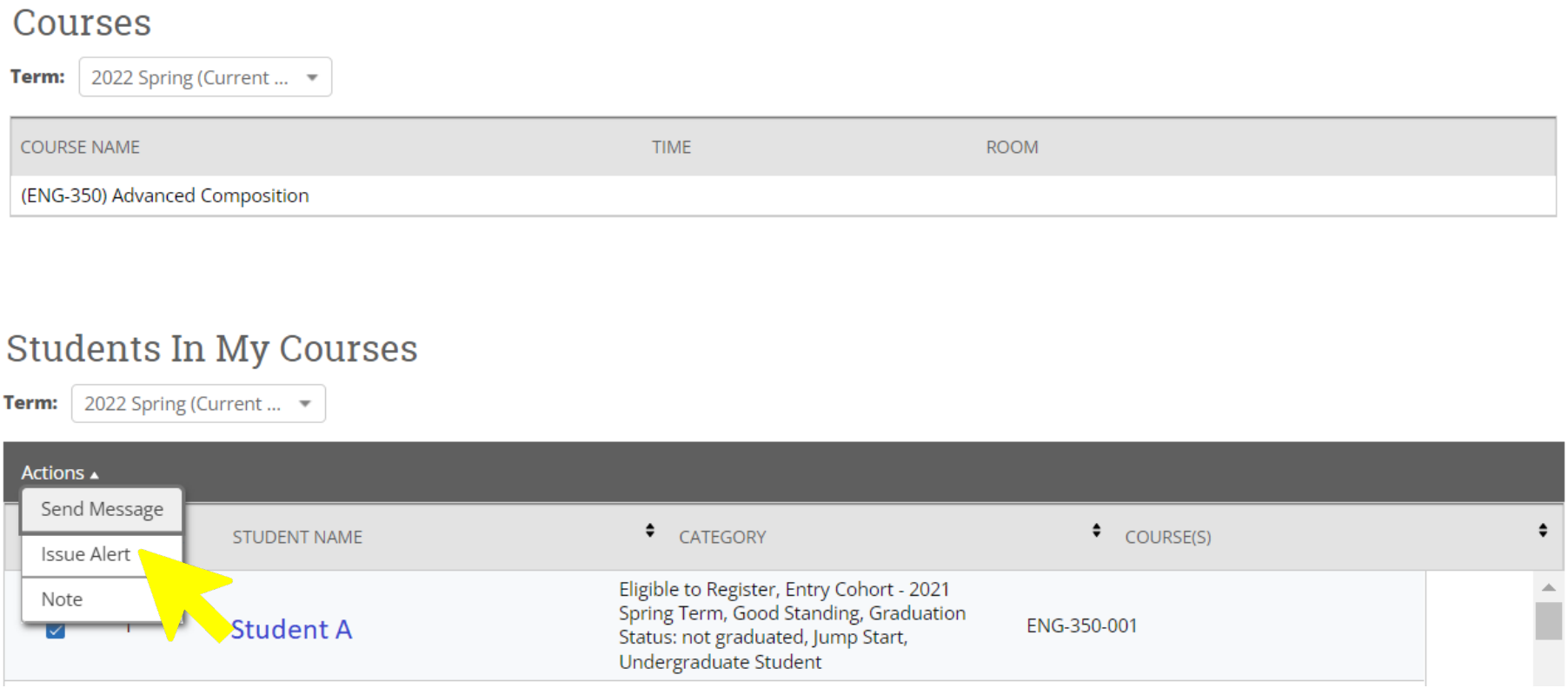
Ad hoc alerts

STEP 2: Go to your list of students and click on the student



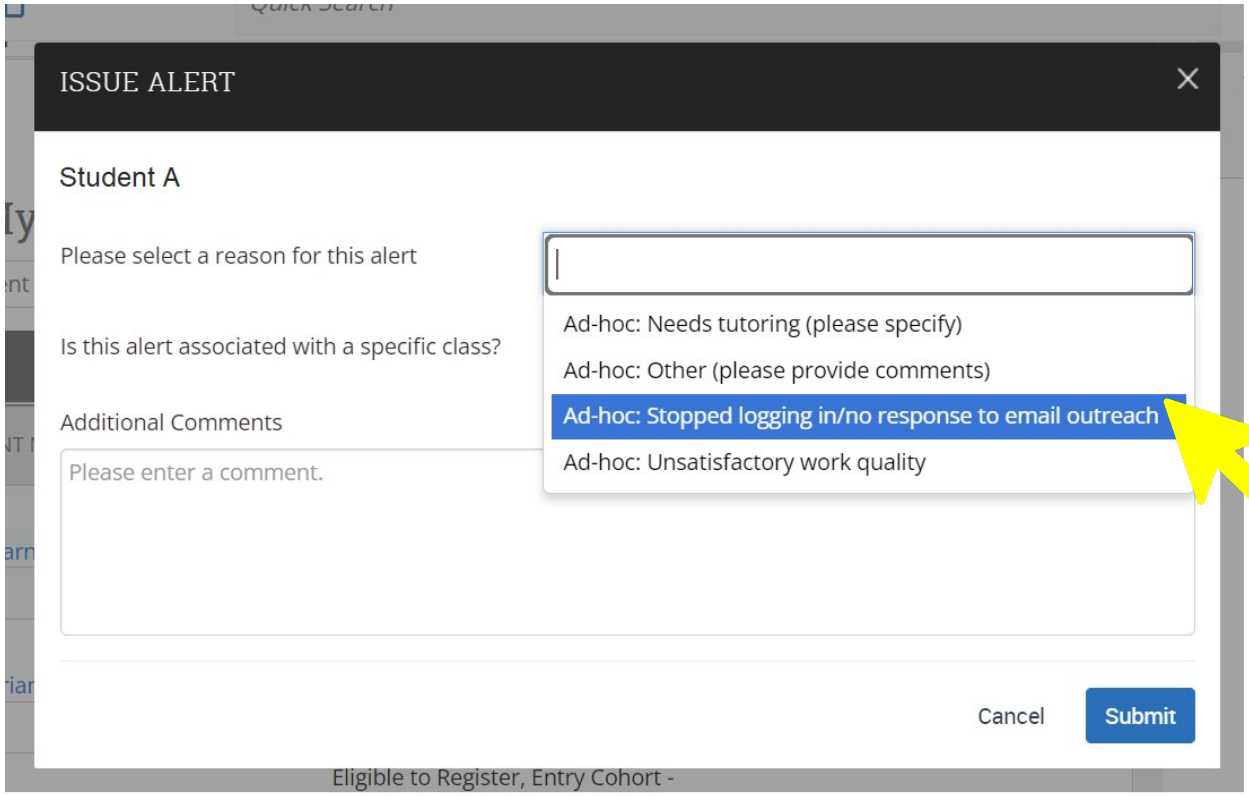
Ad hoc alerts

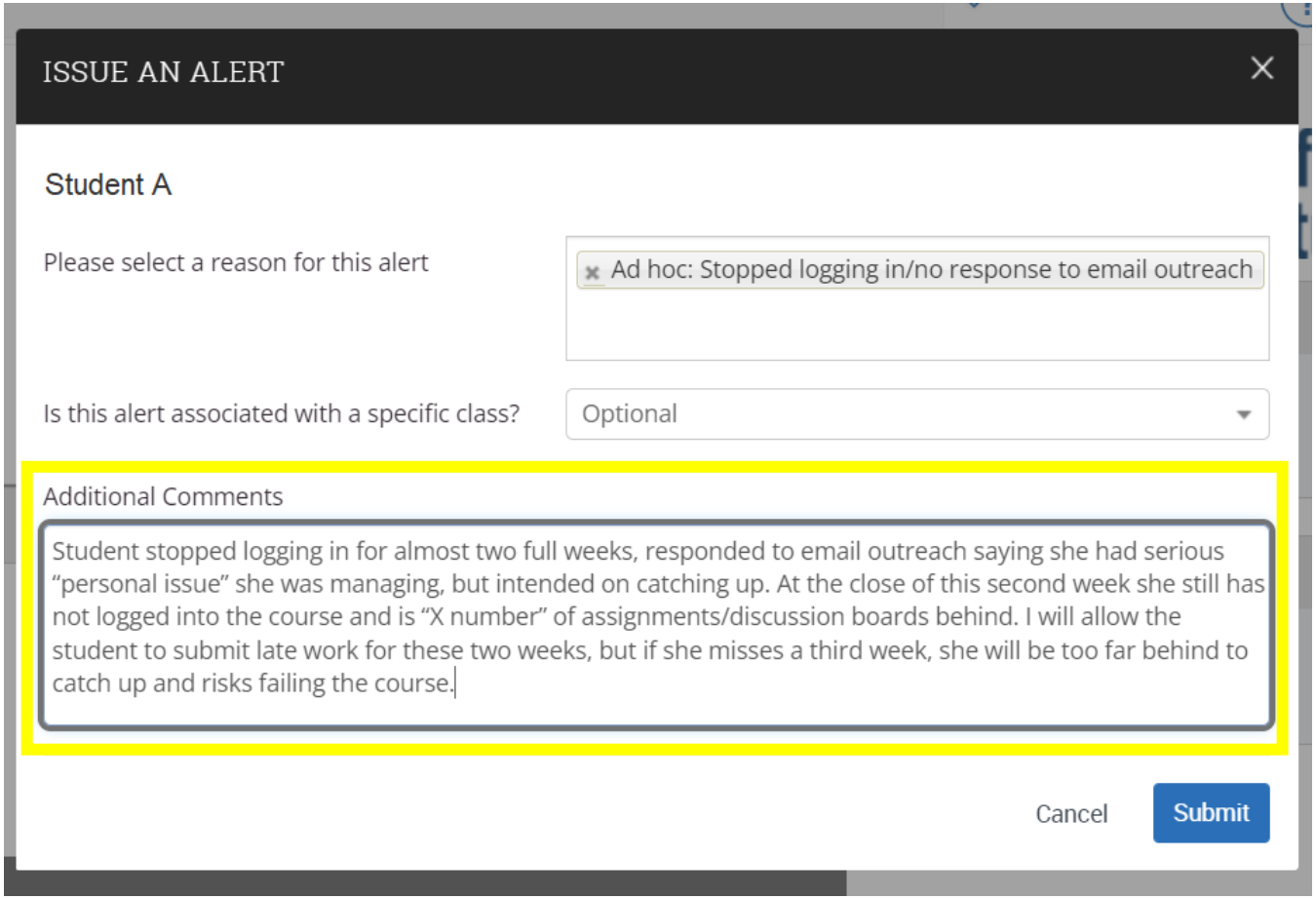
STEP 3: Click on "issue alert"



Ad hoc alerts

STEP 4: select the alert reason from the pull down menu options



Ad hoc alerts

STEP 5: Make sure to include comments