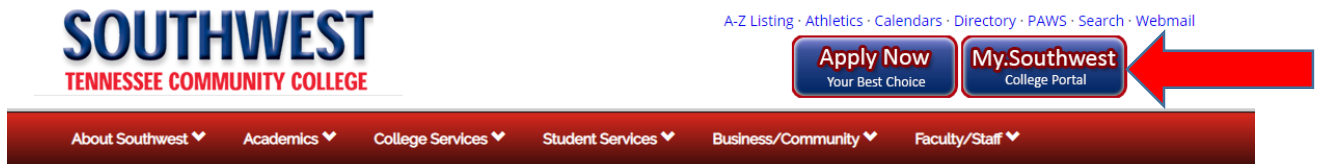


How to submit an early alert:

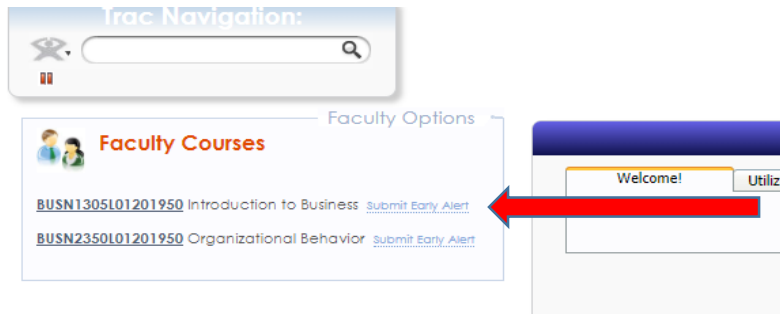
1. Go to www.southwest.tn.edu
2. Click on My.Southwest Portal:



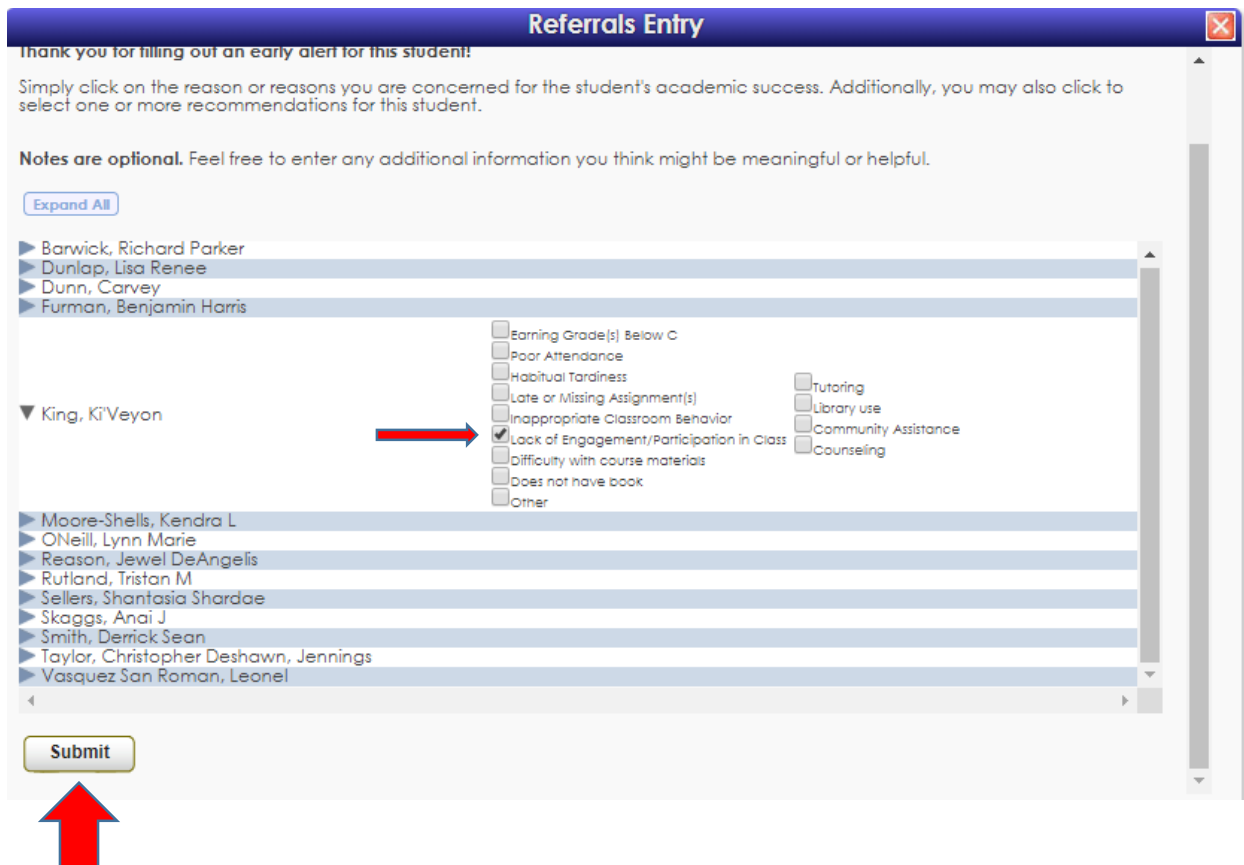
3. Select AdvisorTrac & Early Alerts



4. Select Early Alert beside the class in which the student is enrolled:



5. Then select the student you wish to report through the early alert system. When you click on the student's name, a drop down box appears that allows you to select your reason for concern. Click on that box, and then click submit at the bottom of the page (you may need to scroll down):



Once you hit submit, the early alert team is notified and they will reach out to the student to determine if there are resources available to assist the student. You should receive a follow up email from the early alert team once they have contacted the student.