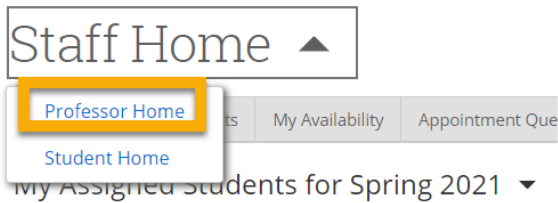


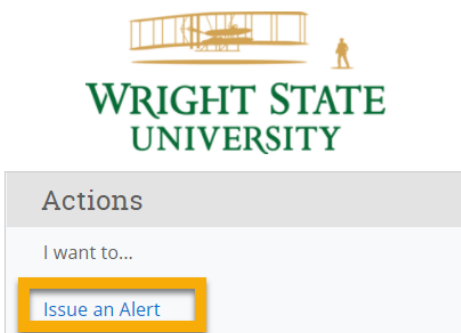
Issue an Alert

How to issue an Anytime Alert in RAPS



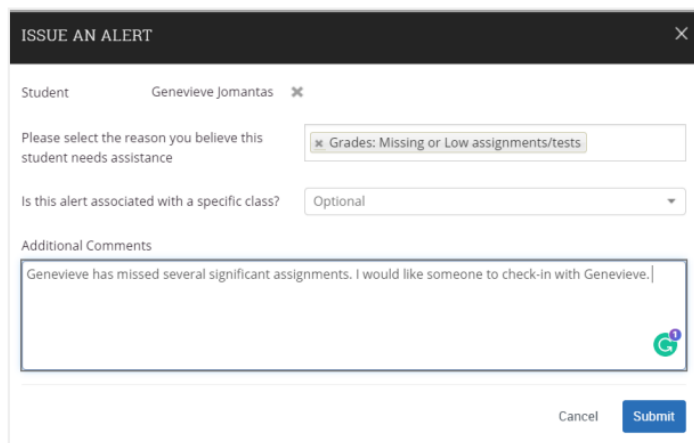
1 

Log into RAPS. You will need to select your professor homepage if you have multiple roles such as advisor and professor.



2 

From the professor homepage select "Issue an Alert" on the right-hand side of the page under the Actions rectangle.



3 

In the alert dialog box you will enter the student's name or UID and select the alert reason for which you would like to refer the student of concern. Provide comments pertaining to the alert. Please avoid providing sensitive student information.