

Getting Started Guide for EARLY ALERT (Starfish-Connect for Success®)

Connect for Success gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that inhibits academic success, ensuring that the people on campus who can intervene are aware, and also offering praise/kudos to students who are doing well!

Log into your MyNCTC account. Click on **FACULTY & STAFF** tab and then choose **Connect for Success** from the left-hand menu. This will take you to the Connect for Success page in MyNCTC with access to the Early Alert portal.



Raise a Flag on One of Your Students

When you have a concern with a particular student, raise a flag, to-do, give positive feedback (kudos), or referral to communicate your concerns. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.
3. Click on the student's name to bring up the **Student Folder**.
4. Click the **Flag** button. A list of flags that you have permission to raise on this student is displayed.
5. Select the desired **Flag** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
7. Click the **Save** button.
8. If the flag requires follow-up from an advisor or success coach, then any contact made or follow-up notes will be entered in this same area for your viewing.

