Early Alert User Guide for Academic Advisors
1. Go to www.wpunj.edu

2. Click WP Connect
1. Enter your USER NAME and PASSWORD.
2. Click “LOGIN”
Click the "Employee Applications Link"
1. Click "Student"

2. Click "Early Alert: Advisor"
You may click on “Status” to check for any updates. To leave an update or note click “Update Status”.

Student information will appear in this area. It will show when and for what reason(s) your advisee was placed on Early Alert. It will also show their academic standing. As well as if they have been on Early Alert before. Holds will show as well.
This is the “Status” screen.

Student information will appear in this area.

### Student Profile:
- Student: [Details]
- Course: [Details]
- Term: [Details]
- Instructor: [Details]
- Reason(s) Entered into Early Alert: Q1

### Student Status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Service Rendered</th>
<th>Referred To</th>
<th>Comments</th>
<th>Date</th>
<th>Log Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial EA</td>
<td></td>
<td></td>
<td>Initial email sent to student</td>
<td></td>
<td>Escobar, Luis E</td>
</tr>
<tr>
<td>Added Student</td>
<td></td>
<td></td>
<td>Student has not attended. Semester is in serious jeopardy.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Code & Reason for Entry Into EA Program:
- **Q1**: Student has excessive absences (3 or more) and/or tardiness.
- **Q2**: Student has low test score and/or quiz score.
- **Q3**: Student is not completing assignments and/or homework.
- **Q4**: Student needs tutoring.
- **Q5**: Student exhibits poor attitude and/or disruptive classroom behavior.
- **Q6**: Student has discussed concerns of personal or family difficulties.
- **Q7**: Change in demeanor which might include anxiety, aggression or depression.
This screen is used to log any updates regarding the student. If you met with the student and what was discussed. Be brief.

Choose the status that best meets update.

Please provide details of the contact. Be brief.

Click “Submit Update” to enter the information into the system.
ANY QUESTIONS OR CONCERNS?
PLEASE CALL LUIS ESCOBAR
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