Submitting alerts using Individual Student Look-Up.

Access the Student Alert System by logging into www.myuk.uky.edu

The Individual Student Look-Up option allows you to make multiple alert types for one student, in addition to a single alert for one student.

You can submit BOTH Academic Alerts and Behavioral Alerts under this option.

For additional questions or assistance when working in the Student Alert system, please contact early.alert@uky.edu.
Access to the Student Alert system can be found both through the “FACULTY SERVICES” and the “STUDENT ADMINISTRATION” tabs.

On either of these tabs, select STUDENT ALERT.
Clicking on the **Student Alert** tab will bring up the student search window below.

You have 4 options to search for a student:
- **USERNAME**
- **LAST NAME**
- **FIRST NAME**
- **STUDENT NUMBER**

Based on the information provided, a list of potential matches will be returned and will include First Name, Last Name, User ID, UKID#, and Birth date to help you identify the correct individual.

*NOTE: A visual example of this list has not been provided due to confidentiality restrictions.*

Please check your information carefully against what you see on the top bar.
After choosing the correct student, the submission form will appear on the screen. Fill out the information requested in the order below.

Step 1: TYPE OF ALERT
You may select more than one alert if necessary. Alerts pertaining to academic performance will be sent to the student. However, for several academic alerts, you have the option to either notify or not notify the student that an alert has been submitted.

At the upper right hand corner of the Alert box is a check box titled SEND TO STUDENT. This box will be automatically checked for an academic alert. In the instances where the alert is behavioral in nature, this option is disabled.

Step 2: ISSUER & SUBMITTER INFO
Issuer Info denotes the person who requested that an alert be issued, for example, the instructor.
Submitter Info denotes the person actually entering the alert (e.g. faculty, TA, staff assistant, advisor, RA, etc.).

Use the COMMENTS/DESCRIPTION field (at the bottom of the Alert box) to enter additional information or notes.

Now that you have completed the alert and are satisfied with your entries, click the SUBMIT ALERT button. A pop-up window will appear to confirm that your alert has been submitted successfully and will be sent to the appropriate individuals for review.

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