Advisors now have an Alerts icon in the left sidebar of the Advising Hub:

This icon will display a badge with your number of unread alerts. Once you click on the icon, you will open your ACT inbox view in a new window.

The inbox includes all the alerts that have been submitted for your advisees.

- There are two tabs in the inbox for all advisors and an additional handling tab for those designated as handlers in their college:
  - My Advisees shows the alerts for students assigned to you;
  - Assisting shows the alerts for students on which you issued alerts or for students on which you have been added to the discussion.
  - Handling shows all the alerts for all advisors in an individual college. Handlers can view and manage alerts but no longer need to forward them to the student’s primary advisor since each advisor will also have the alert listed in their inbox to process.

Alerts are grouped in order from newest (unread) to oldest (read). You may filter the list using the column headers.

TO OPEN AND MANAGE AN ALERT
Clicking on the alert will open the alert detail page. This will show you the important information associated with the alert:

- Who issued the alert
- The course number and section
- The academic issue that prompted the alert

You will also have the ability to add participants with those involved.

- To add a participant, select the icon:

Follow the prompts to search for the individual you wish to add to the alert. You may want to add the student’s Resident Director, Financial Aid Counselor, or Secondary Advisor (all found on the home screen in myUK: Degree Planning and Registration).

NOTES AND DISCUSSIONS
There is now an area to record notes on the detail page of each alert. This will be seen by other advisors just as the notes in the Advising Hub currently work. These notes will be available to view in the Advising Hub note section.

There is also a discussion section to allow advisors to start a conversation with the student or issuer of the alert. This will keep correspondences in one place so that alerts are easier to manage. To start a new discussion, click “Add a New Discussion”.

**Alert Status**
An additional option for managing alerts is the ability to set each alert to one of three statuses: Open, Closed, or Archived. These statuses can be used to filter your alert list depending on the action you need to take. All alerts will be archived at the end of each semester.

**Digest Emails**
Instead of getting an email every time an alert is submitted, you will receive a digest every morning, Monday through Friday, at 7am. The digest will include your number of unread alerts since the day before, the classes with alerts, students that have 2 or more alerts, and a list of Inactive alerts that have not been reviewed in 48 or more business hours.
If you are designated as a handler for your college, you will also receive a second digest with a summary of courses from the college with alerts, a list of students with 2 or more alerts, and unread alerts from all advisors in the college.