Creating a Student Alert in EAB (Advantage Success Center)

1. Go to www.Albany.edu and click on MYUALBANY in the upper right-hand corner.

2. Click on “The UAlbany Advantage Success Center”

3. Sign in using your NetID and password.

4. On your homepage, click on “Issue an Alert” from the “Actions” box in the right sidebar.
5. In the “Issue an Alert” popup box, enter the student’s 00#, then choose their name when it pops up. Next, select the appropriate reason from the “Please select the reason…” box.

6. Skip the third box about “Is this alert…specific class”, as there is nothing to enter there. Enter the details about the issue/incident in the “Additional Comments” box and click “Submit”. The Alert will automatically send an email to the appropriate staff so it can be followed up on as a Case, and/or assigned to other staff members.