Early Alert Referral System – EARS

EARS is an on-line referral system available for faculty to use when they have concerns about one of their students. The Early Alert form is available from a link on the electronic Audit Class Roll or the class roster in the EIS faculty center.

The pop-up blocker on Internet Explorer will need to be disabled in order to process an Early Alert. Go to Tools, Pop-Up blocker and click Turn off Pop-Up Blocker. (If it says Turn on Pop-Up blocker, then your Pop-Up blocker is already turned off)

1. You can use myUNT to process an Early Alert.

2. Go to https://my.unt.edu and click on the Faculty tab. Login to the website using your EUID and Password.

NOTE: If you do not know your EUID and password, use the links below the Sign In prompt to help you navigate for assistance.
3. Once logged into [myUNT], select the Faculty tab.

4. Select the Access your Faculty Center link.
5. The Faculty Center will appear. The Faculty Center is a “one-stop-shop” for most faculty needs, from printing rosters, processing audit class rolls to entering final grades and sending emails to their students.

6. Verify that the correct term is selected at the top of the page. If the term is incorrect select the button and choose the correct term.

7. Select the option to display, “**Only classes with Enrollments.**” Only courses with actual enrollments for the term will display.

8. Select a roster by clicking on the Class Roster icon 📊.

9. Select the Early Alert icon 🧘 to the left of the student. The Early Alert will be sent to the Academic Readiness Office.
10. A new window will display. Use the drop down boxes to indicate your Relationship to the Student and the Reason(s) for the Early Alert. To submit the Alert, click Save.

Close this window to submit an Alert for another student.