Academic CARES: Navigate quick reference sheet

**STEP 1:** Go to KSC CARES Webpage: Once on the landing page click Report an Academic Concern button

**STEP 2:** Login to Navigate system, use your KSC Net ID & Password to login

https://www.keene.edu/administration/student-affairs/dean-of-students-office/ksc-cares/

**STEP 3:** From Navigate Home page, switch Staff Home to Professor home by clicking the triangle button

**STEP 4:** From the Professor Home page, select Issue an Alert, Search for your student name, select reason from drop down menu then Click Submit! (Note: Professors are only able to issue an Alert for students in your class or that you advise.)