Early Academic Alert

Log-in to MyBLUE: https://myblue.nebraska.edu/psp/myblue/NBK/HRMS/?cmd=login

Select Tools in the left hand menu.

Select the “Early Academic Alert” button
Select the course from the Class Selection list.

Select the appropriate student from the drop down menu.

Select the appropriate reason from the drop down menu.

Select complete to finish the form. (Note: Once you select “Complete” an email will be sent to you, the student, and the advisor(s) for that student.)

Select “Send Another Alert” to send another Early Academic Alert. Or close the window to return to MyBLUE.