How to Issue an Early Action Referral
1) To access NAVIGATE, click on [ucdenver.campus.eab.com](ucdenver.campus.eab.com) or copy and paste this link in a new browser.

Login in with your ucdenver PassportID credentials.
2) This is how your Navigate home screen will look

3) Click on “Fill out Progress Reports”, which will appear on the yellow band on your home screen.
4) Once you click on “Fill out Progress Reports”, you will be directed to the feedback form. Select appropriate options for the students you want to submit a referral for, and include any additional comments.

![Image of feedback form]

5) After submitting, a case will be created and will be assigned to the respective advisor or support team member.

Once you are done selecting your options for students in the list, click any one option out the two given at the bottom of the page.

*Be very careful while selecting the given option.*

1. **Submit Only Marked Students (but I’m not done):** Out of the listed students, select this option if you want to mark a few and submit the rest later. If you have sent your link to your TAs to fill out for a large enrollment course, have them select this option.

2. **Submit unmarked students as not needing extra support (I’m all done):** As an example, if out of 10 students you want to mark only 2 students who need additional support, you can select those 2 students and click this button. It will auto-select and submit the rest of your students as not needing additional support. This will close your submission form.
If you do not have any students to alert on, click on the second option marked “Submit unmarked students as not needing extra support (I’m all done)”. 

If you would like to refer a student for support over the course of the semester, or for additional questions/concerns, please email us at Success.Initiatives@ucdenver.edu

Thank You!