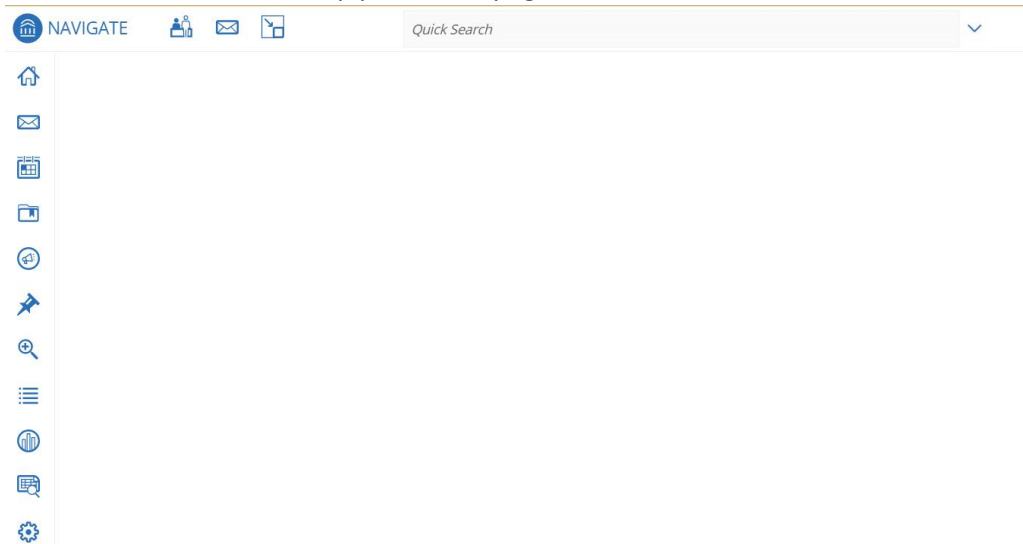


How To View and Add Student Notes

1. Login to Navigate at <https://ucdenver.campus.eab.com/>, using your UCDenver credentials.
2. Head to the student profile by searching by first name, last name, email or student ID using the Quick Search in the top part of the page.



3. To **view** notes, select the “history” tab on the student profile.



4. Under “History” you can view notes, referrals, and advising documentation.



5. To **add** notes, click “Add a Note of this Student”



Staff Alerts 0

I want to...

- Message Student
- Add a Note on this Student**
- Add a Reminder to this Student
- Report On Support Staff
- Schedule an Appointment

6. Select your “note reason,” fill out the note and click “save note”

Relations

Note Reason

fi

- Financial Aid**
- Financial Aid SAP Appeal

Save Note Cancel