Early Alert Initiative Self-Training Guide for Faculty

Step #1 – COS Home Page

www.cos.edu
Step #2 – Inside COS – Banner Web

1. Click “Inside COS”
2. Click “Banner Web”
Step #3 – Banner Web Login

1. Enter User ID (SSN or Banner ID)
2. Enter PIN (Initially DOB)
3. Click “Login”
Step #4 – Banner Web – Main Menu

Click “Faculty Services”
Step #5 – Banner Web – Faculty and Advisors

Click “Send Early Alert”
Step #6 – Select Term

1. Select a Term

2. Click “Submit”
Step #7 – Select a CRN

1. Select a CRN
2. Click “Submit”
Step #8 – Select Students for Early Alert

1. Enter Mid-Term Grade (If Applicable)
2. Check Areas of Concern (If Applicable)
3. Enter Comments (If Applicable)

*Highlighted students are enrolled in a Categorical and/or Special Program requesting an Early Alert
Step #9 – Submit Early Alert

1. Confirm All Information is Accurate

2. Click “Submit”