Early Alert Initiative Self-Training Guide for Students

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 “Student Services & Financial Aid”
Step #5 – Banner Web – Student and Financial Aid

Click “Student Records”
Step #6 – Banner Web – Student Records

Select “Early Alerts”
Step #7 – Early Alert

Early Alerts will be listed here

1 Early Alerts will be listed here
Step #8 – Exit

Click “Exit” when done reviewing Early Alerts
Step #9 – User Logout

User Logout Confirmed – Please close your browser to protect your privacy.