



NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

Scorpion Success Network

How to Raise a Flag

Step 1: Login to Scorpion Success Network.

Step 2: Click the three lines (menu icon) at the top left of the screen.

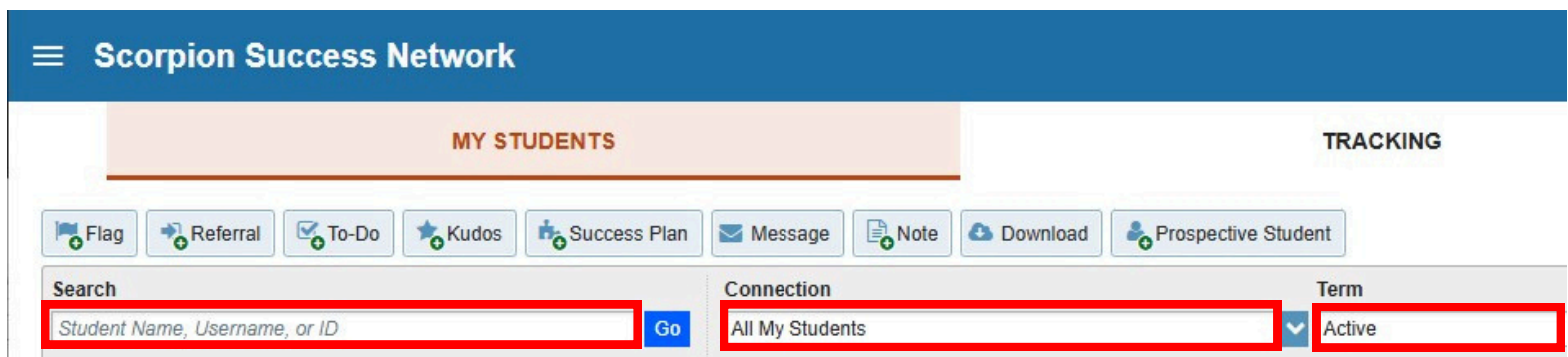


Step 3: Choose **Students** from the dropdown menu, then click **My Students**.

Step 4: Search a specific student by their Name or NSHE number.

Step 4A: If you want to search for a specific student, you can use the **Connection** drop-down menu. This is useful if you have an ongoing connection with a student, such as being in the same class.

Step 4B: You can search by **Term** using the drop-down focus on a specific term.



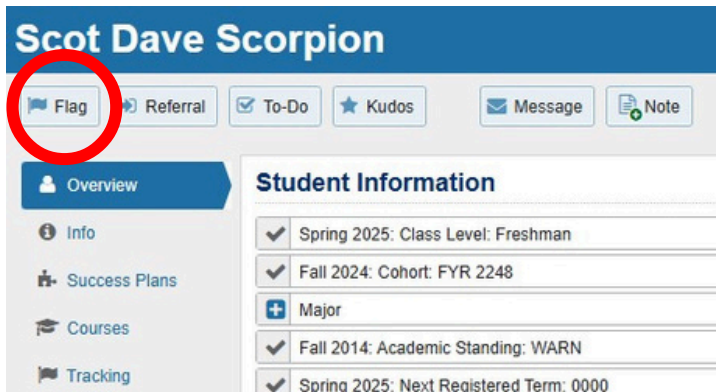


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Step 5: Once you've found the student, click their profile and click **Flag** on the top left corner.



Step 6: From the drop-down menu, select the appropriate academic flag.



Step 7: Select the specific **course** associated with the flag.

Step 8: You can provide additional details about the concern. This will help provide context when conducting outreach. Once all fields are complete, click **Save** to submit the flag

