



NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

Scorpion Success Network

Submit a Referral

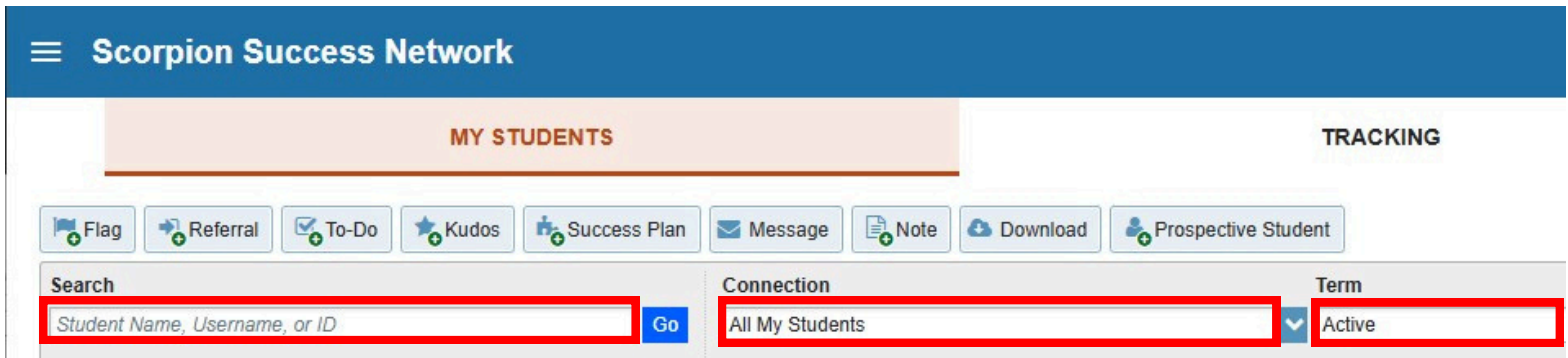
Step 1: Login to [Scorpion Success Network](#).

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

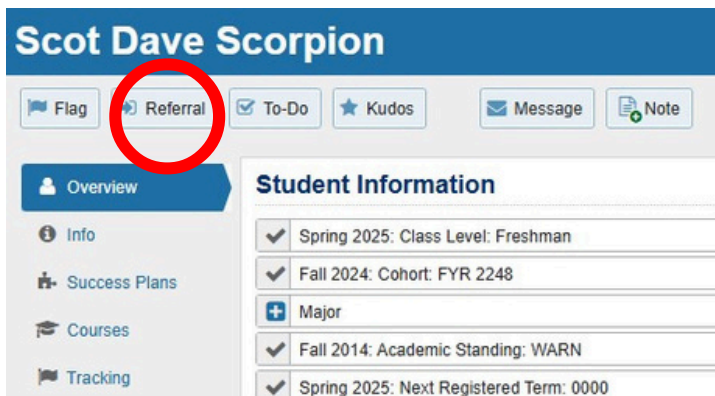


Step 3: Choose **Students** from the dropdown menu, then click **My Students**.

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



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





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How to Raise a Flag

Step 6: From the drop-down menu, select the appropriate referral

The screenshot shows a web interface for creating a referral. The title is "Create Referral for Scot Dave Scorpion". There are "Never Mind" and "Save" buttons. A dropdown menu is open under the "Referral" field, listing several options with descriptions and FERPA notices. The "Tutoring Referral" option is highlighted. Below the dropdown are fields for "Course Context", "Due Date", "Assignee", and "Comment". A "Student View" notice is visible at the bottom of the form.

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

Step 8: The **Due Date** can be left blank, and the Assignee can be set to Unassigned.

In the **Comment** box, provide at least 1-2 sentences describing the areas where the student needs additional support.

Example: The student needs help with study strategies and has trouble understanding concepts in Chapters 1-2

Step 9: Click **Save**

