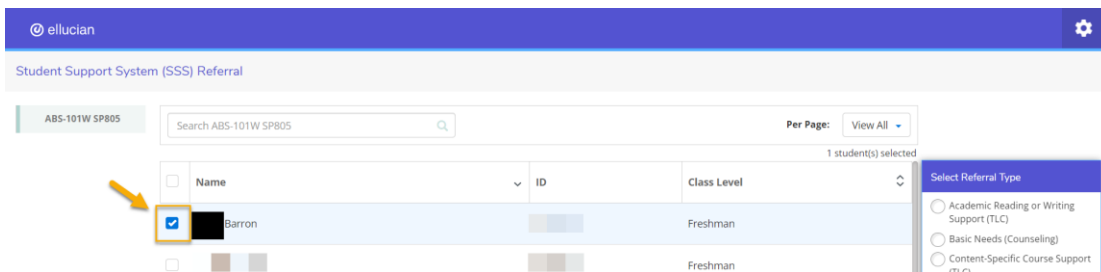# Student Support System (SSS) Referrals

How To Submit a Referral

1. Go to Inside Delta for Employees > Student Support System for all information regarding SSS: https://www.delta.edu/employees/student-support-system/index.html
2. On that page, you will see a button to "Submit a Student Support System (SSS) Referral".
3. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit a referral.
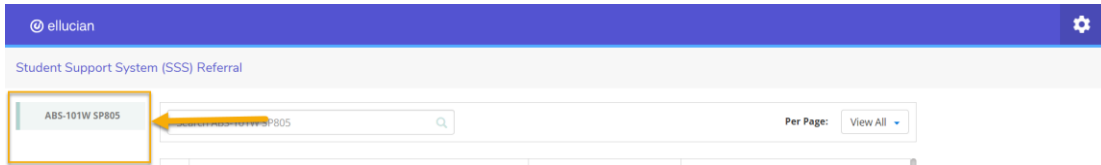
4. The roster of students will appear. Select a student. The alert choices will appear on the right side.

5. **Choose the best fit referral** for this student and click **Next**. *You can select multiple students to submit one identical referral, but you cannot submit multiple referrals for the same student(s) at the same time.*
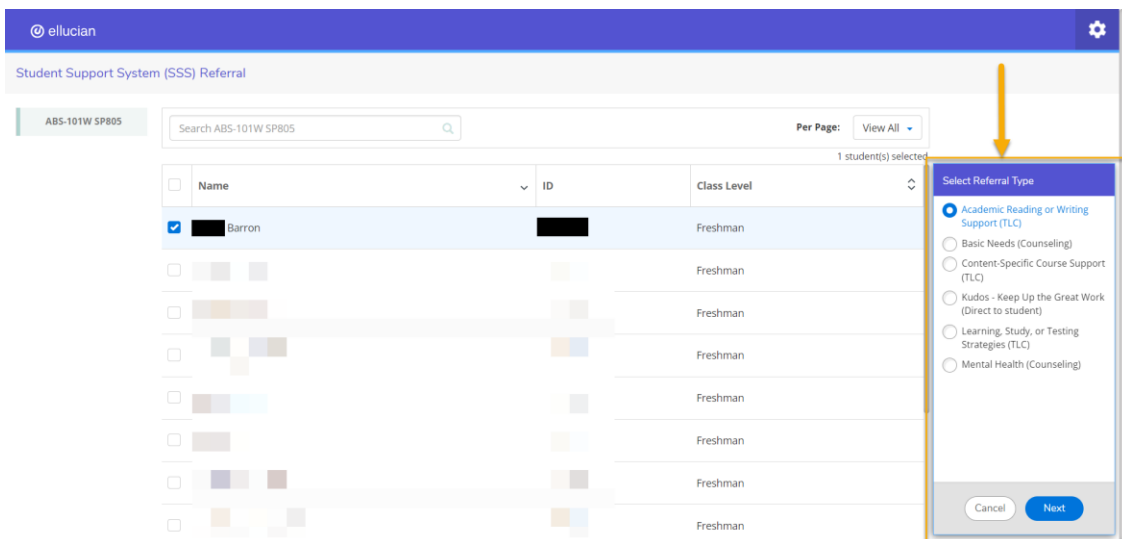
6. **Add notes** to the referral to help the referred office understand how to best help the student. The only note the student will ever see is for a Kudos referral. All other notes are internal only. ***If you selected multiple students, this note would appear on the referral for all students selected (only use a name if submitting for one student).***

7. You will get a **Review & Submit** screen to show the referral information: the student's name, referral title, referral owner, and your note. If you're ready to move forward with creating the referral, click the **Submit** button to complete.