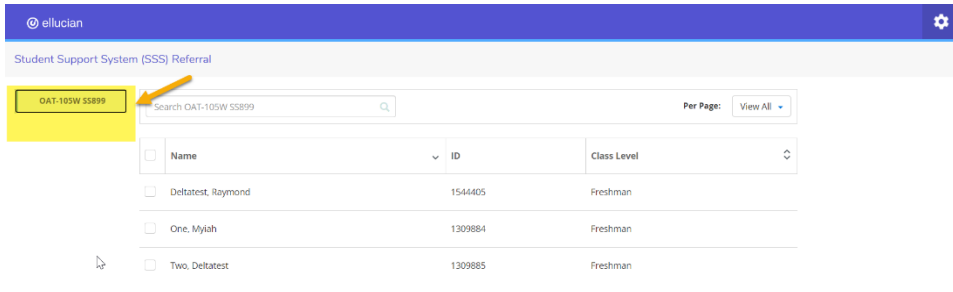
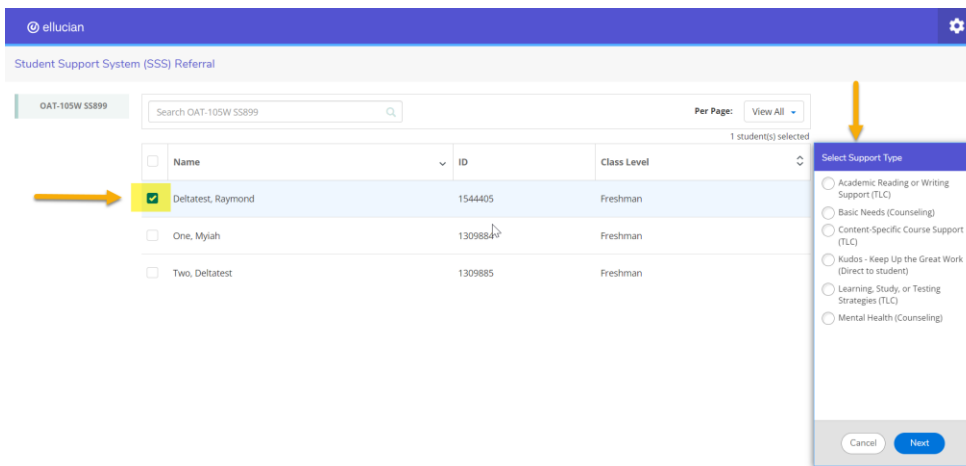


## How To Submit a Referral via Faculty Portal

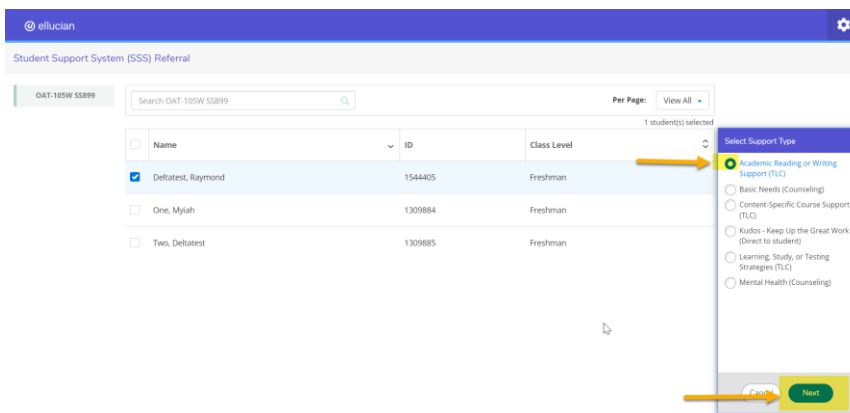
1. Go to Faculty Portal: <https://delta.elluciancrmadvise.com/FacultyPortal/>
2. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit a referral.



3. The roster of students will appear. Select a student. The referral choices will appear on the right side.



4. **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.



5. **Add notes** to the referral to help the referred office understand how to best help your 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.**

Detailed Support Needs

Joe needs assistance on improving his quiz scores. Time management and understanding the concepts could both be areas to target with him.

Please describe interaction with student(s). Notes entered will apply to all students selected for this referral.

Back Next

6. You will get a **Review & Submit** screen to show you the student, who the referral is going to notify, and your note. If you're ready to move forward with creating the alert, click the **Submit Alerts** button.

Review & Submit

Alert: Academic Reading or Writing Support (TLC)

Student	Alert Owner
Deltatest, Raymond	Learning Center, Teaching

Notes: Joe needs assistance on improving his quiz scores. Time management and understanding the concepts could both be areas to target with him.

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