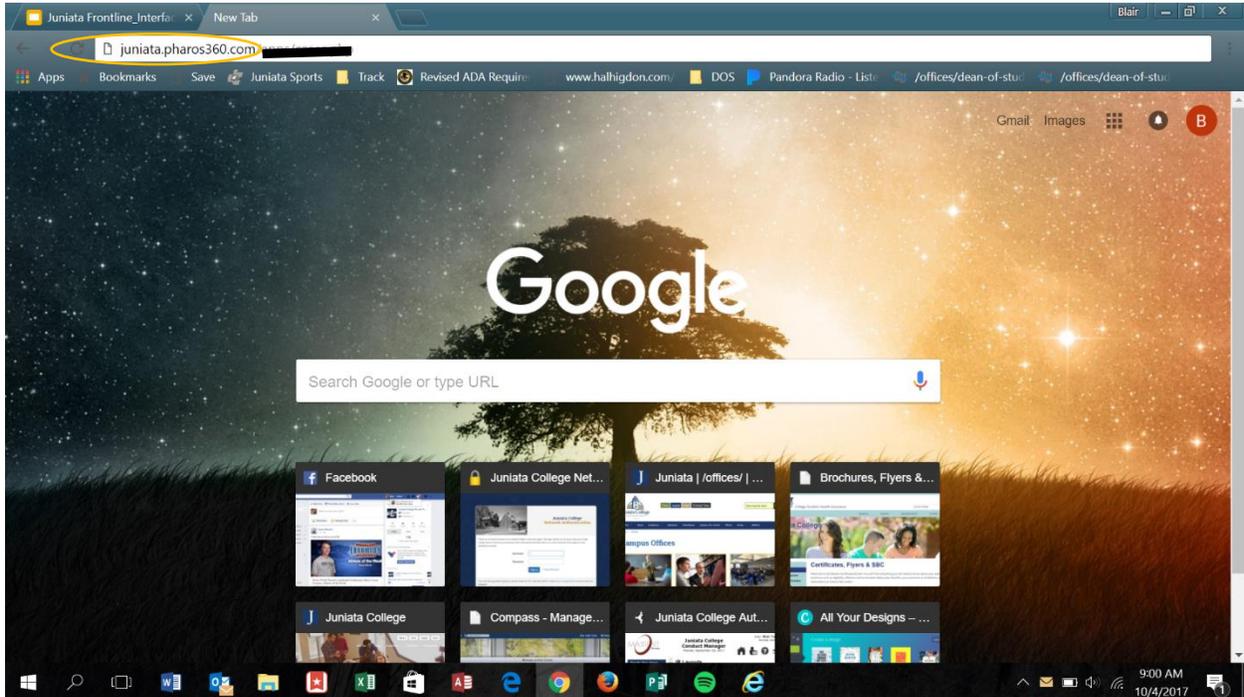


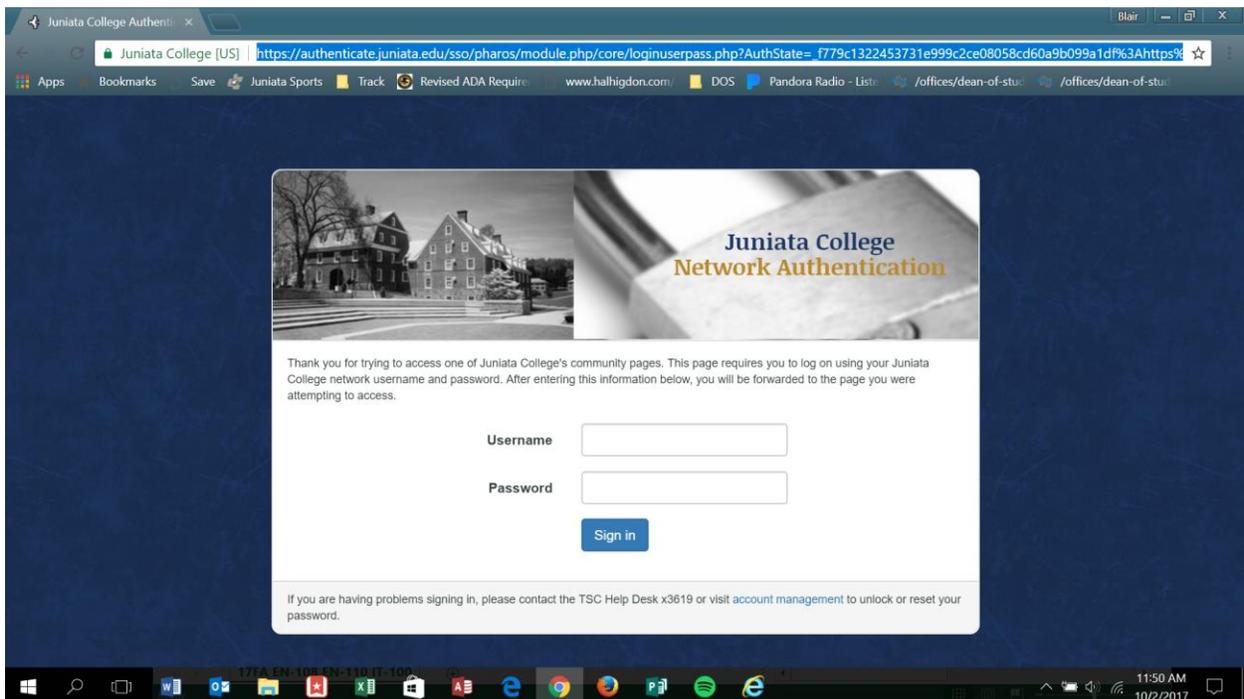
Basecamp

Below are the instructions for entering a referral/notice of concern if you have questions please contact:
Blair Cutright at cutrigb@juniata.edu or **x3150**

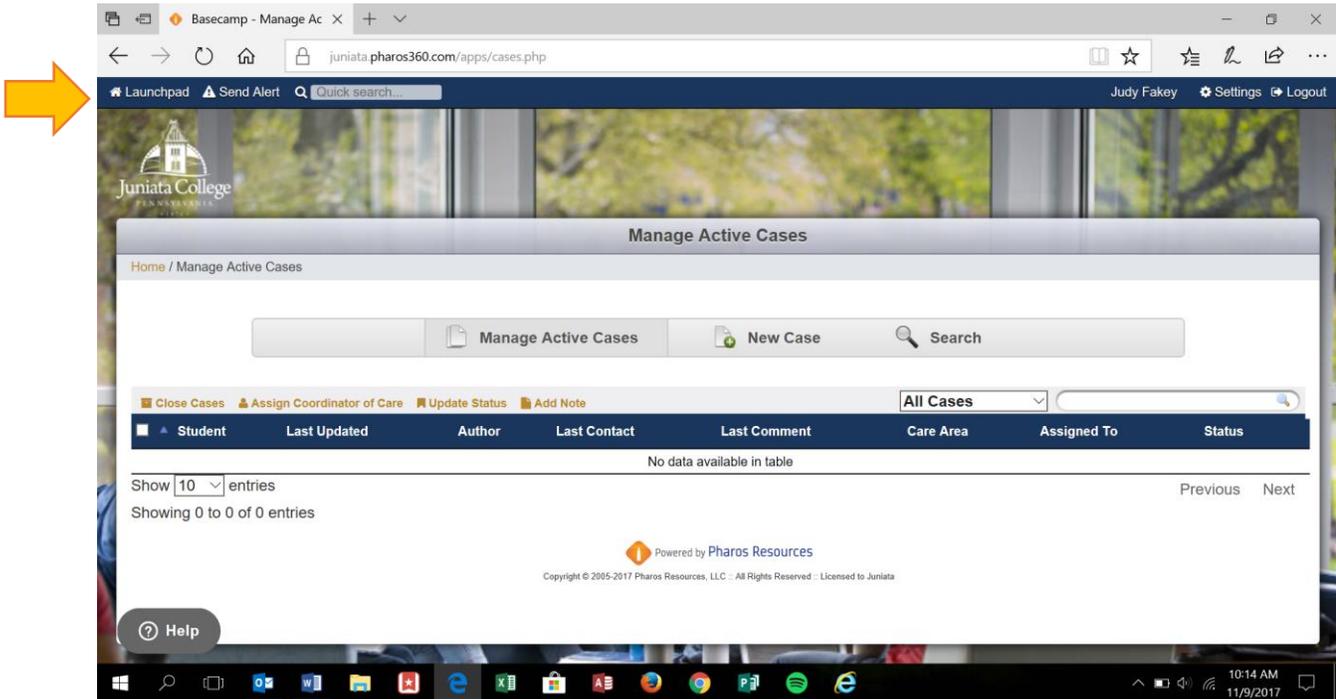
Step 1: Go to your favorite Web Browser and enter: juniata.pharos360.com



Step 2: Log In using your Juniaata Username and Password



Step 3: You will be directed to Manage Active Cases screen. Please go to the upper left and click on the Launch Pad



Step 4: Which brings you to the screen below, Select the “Send Alert” option to submit a Notice of Concern.



Step 5: You will then search for a student to refer by typing in their first and/or last name.

The screenshot shows a web browser window with the URL `juniata.pharos360.com/referral_search.php`. The page title is "Send Alert" and the user is logged in as "Judy Fakey". The main content area is titled "Search for a Student to Refer" and includes a search input field containing the text "test". A yellow arrow points to this search field. Below the search field is a table with the following data:

Primary Login ID	SIS #	Student Name	Student Email	Actions
Q1022	Q1022	Suzanne Jane Carter-Test	sjc@myUniversity.com	Send Alert
Q1023	Q1023	Olivia Marie Edgerton-Test	ome@myUniversity.com	Send Alert
Q1021	Q1021	George (Cole) Cole Flores-Test	gcf@myUniversity.com	Send Alert
Q1017	Q1017	Faustina Anne Hicks-Test	fah@myUniversity.com	Send Alert
Q1002	Q1002	Marnie Gayle Lemmons-Test	mgl@myUniversity.com	Send Alert
1100707		Jacob (Jake) Riley Notestine	NOTESJR14@juniata.edu	Send Alert

Step 6: Once you have found the student select Send Alert to the right of the student e-mail

This screenshot is identical to the one above, but with a yellow arrow pointing to the "Send Alert" button in the "Actions" column of the table, specifically for the student with Primary Login ID Q1022.

Primary Login ID	SIS #	Student Name	Student Email	Actions
Q1022	Q1022	Suzanne Jane Carter-Test	sjc@myUniversity.com	Send Alert
Q1023	Q1023	Olivia Marie Edgerton-Test	ome@myUniversity.com	Send Alert
Q1021	Q1021	George (Cole) Cole Flores-Test	gcf@myUniversity.com	Send Alert
Q1017	Q1017	Faustina Anne Hicks-Test	fah@myUniversity.com	Send Alert
Q1002	Q1002	Marnie Gayle Lemmons-Test	mgl@myUniversity.com	Send Alert
1100707		Jacob (Jake) Riley Notestine	NOTESJR14@juniata.edu	Send Alert

Step 7: Fill out the Referral Form, enter your information on the left.

The screenshot shows a web browser window with the URL `juniata.pharos360.com/referral_create.php?username=Q1022`. The page title is "New Referral". The Juniata College logo is visible in the top left. The form is titled "New Referral" and has a breadcrumb "Home / New Referral".

Your Information (* denotes required)

Please provide the following information so that we can give you updates about the progress of this referral and understand your relationship to the student you are referring. We may contact you if we have further questions. Any information you provide in this referral may be shared with appropriate university staff under the restrictions set forth by FERPA.

* Phone Number:

* Department/Office:

* Relationship to Student: Faculty

I would like to receive progress updates regarding this student:

Suzanne Carter-Test's Information [View More](#)



Primary Login ID: Q1022 SIS #: Q1022

If you have contact information for this student that may not already be stored in the university's student information system, please click [here](#)

At the bottom left, there is a "Help" button. The Windows taskbar at the bottom shows the time as 10:31 AM on 11/9/2017.

Step 8: Check appropriate boxes under the categories of Academic Concerns, Emotional Concerns, Life Concerns, POE/Career Concerns, Behavioral Concerns, Physical Concerns and answer all questions you're able to.

The screenshot shows the "Referral" section of the form. The title is "Referral". Below the title, there is a paragraph: "Listed below, you will find some common reasons for referring a student. Please select any/all of the reasons that describe your concerns about the student you are referring." and a note: "Questions marked with * are required."

1) Academic Concerns

- Grades
- Attendance
- Tests
- Homework
- Study or Academic Success Skills

At the bottom left, there is a "Help" button. The Windows taskbar at the bottom shows the time as 10:40 AM on 11/9/2017.

Step 9: Submit Referral

The screenshot shows a web browser window with the address bar displaying `juniata.pharos360.com/referral_create.php?username=Q1022`. The browser's address bar includes navigation icons (back, forward, refresh, home) and utility icons (bookmarks, search, print, share). The page header features a navigation bar with 'Launchpad', 'Send Alert', a search bar, and user information 'Judy Fakey' with 'Settings' and 'Logout' links. The Juniaata College logo is visible in the top left corner.

The main content area is titled 'New Referral' and contains a list of referral categories with checkboxes:

- Teammates
- Faculty/Teachers
- Work Supervisor
- Resident Assistant
- Parents
- Other (Please provide additional information in Question 9.)

Below the list is a thank-you message: *Thank you for taking the time to complete this form. We depend on your referrals to identify and support the students who need help.*

A large orange arrow points to the 'Submit Referral' button, which is followed by the text 'or return to student'.

At the bottom of the page, there is a 'Powered by Pharos Resources' logo and copyright information: 'Copyright © 2005-2017 Pharos Resources, LLC. All Rights Reserved - Licensed to Juniata'. A 'Help' button is located in the bottom left corner.

The Windows taskbar at the bottom shows the system tray with the time '10:41 AM' and date '11/9/2017', along with various application icons.