EagleSUCCESS

## Getting Started Guide for Faculty

Welcome to EagleSUCCESS

EagleSUCCESS gives you a convenient way to communicate concern or praise with your students. It also makes their extended success network aware of any potential trouble. More than anything, EagleSUCCESS connects students and instructors to the resources they may need to find success.

Getting started is easy. You can access EagleSUCCESS via Quicklinks. EagleSUCCESS will automatically provide you access to all students that you have been assigned or are enrolled in your courses. From there, you can raise flags about students, review flags that have been raised about your students, and view comments from the Academic Success Center staff as they follow-up.

Setup Your Profile

Some of your profile, such as your contact information, is imported from Banner.

1. Click on your name in the top navigation bar, and select the **Institutional Profile** tab.

2. Help students put a face to your name by using the **Upload Photo** link beneath the placeholder image.
    -   Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

3. If you'd like, edit your **phone** and add an **alternate email address** to have EagleSUCCESS send email to an address other than your institution email. Select the "Both" button to receive email at both accounts.

4. Double check that the **time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from EagleSUCCESS.

5. Add information to the "**General Overview**" and "**My Biography**" sections to let students know a bit more about you.

6. Click the **Submit** button to save your changes.
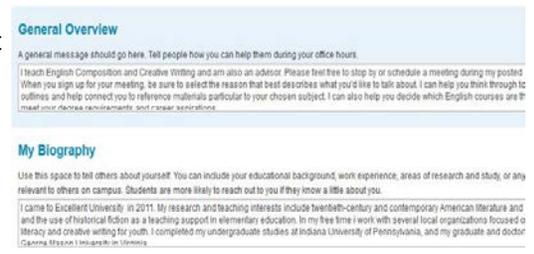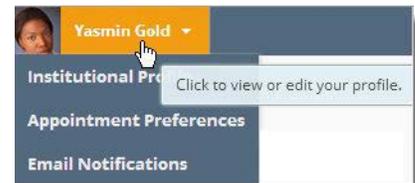
For more information and additional profile settings, you may find the Hobsons Two Minute Tips helpful (the version shown may not match our active version, but the steps are the same):

- [Update your EagleSUCCESS Profile](#)
- [Update how you are emailed about Flags To-Dos and Referrals](#)
- [Update how you are emailed about Appointments](#)

Setup Your Office Hours

The first time you log in to EagleSUCCESS, the system will provide a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "**Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours**", and then click the **Close** button.

If your office hours are different week to week, follow the "**If your office hours don't repeat weekly, click here**" link.If your office hours recur:

1. Complete the fields presented to specify:
   - **What day(s) do you have office hours?**
     - o Check the boxes for each day.
   - **What time are your office hours?**
     - o Enter a start and end time.
   - **Where are they?**
     - o Select the **Type** of setting and enter the **Details** in the field provided (e.g. the building and room number of your office).
   - If relevant, provide **Instructions** for students who make appointments with you.

2. Click the **Set up Office Hours** button to save your office hours.

Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Reserve Time** or use the **Scheduling Wizard.**
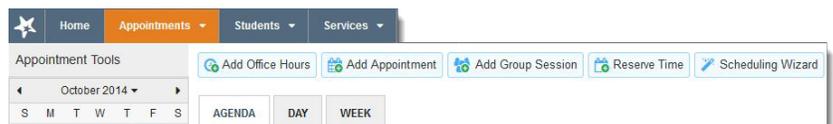
You may also find the Hobsons Two Minute Tip on [How to Create Office Hours](#) helpful.