

# EagleSUCCESS

## Frequently Asked Questions

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.

### How do I change my email preferences?

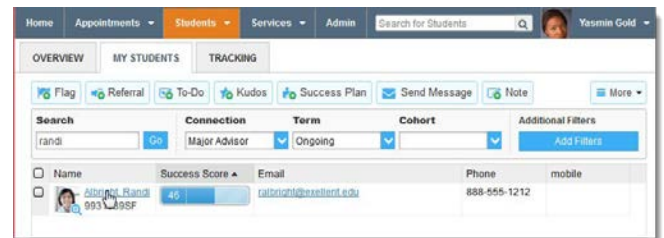
EagleSUCCESS will email you a summary of flag activity for your students. Use the **Email Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:



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

### How do I get more detail on a student?

Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder** (e.g. in the student list, on an appointment or in a progress survey).

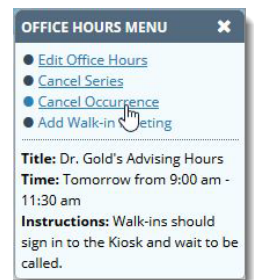
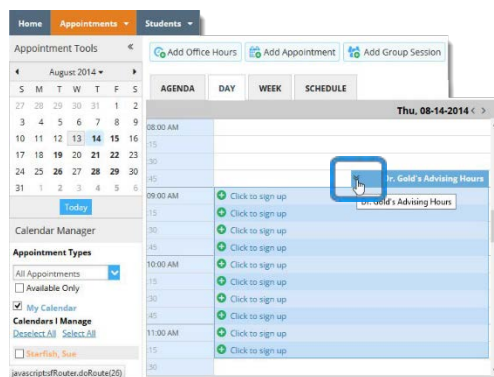


### How do I cancel office hours?

#### Cancel one occurrence

Select the day from the calendar, then click the icon associated with the **Office Hours** on the desired day (🗓️).

Select **Cancel Occurrence** from the **Office Hours Menu** presented.



#### Cancel a series

From the **Agenda** view, click the **Office Hours Menu** icon (🗓️) next to an office hour title.

Select **Cancel Series** from the **Office Hours Menu** presented.

