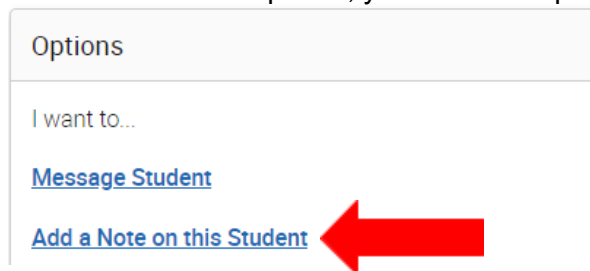


Navigate: Notes/Reporting on Students

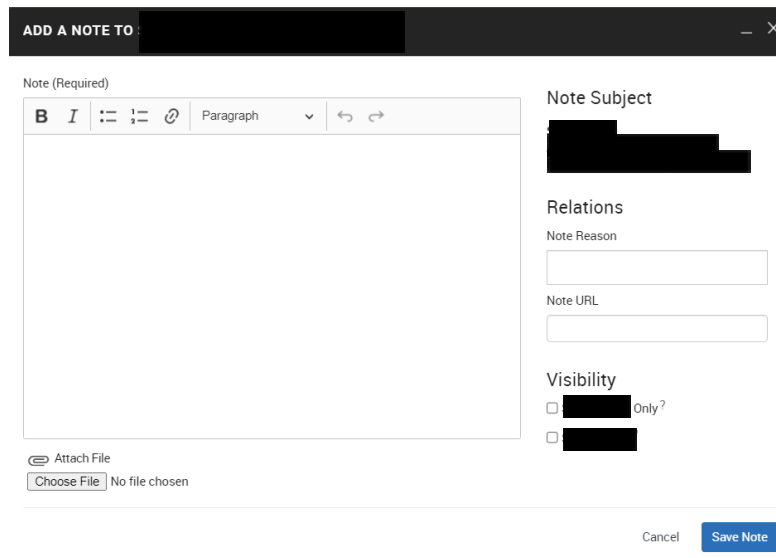
Adding a note on a student allows all EAB Navigate users, including students, to view updates, as well as retains a written summary for historical appointments and information. Students can view notes, with visibility settings left, and they are still subject to FERPA.

You may add a note as a reference to meeting with a student, or if you would like to highlight something that others should know. To add a Note to a student's profile:

1. Log into EAB Navigate from OneLogin or by using <https://westga.campus.eab.com/home>
2. Search for the student's profile using the search bar on the top of the page.
3. On the right hand side of the student profile, you will see "Options". Select "Add a Note on this student"



4. The "Add a Note" window will appear. You may type any notes, attach documents, and adjust any visibility settings that you may see on your screen.



5. When completed, select "Save Note" and the note will be added to the student's profile. You may access or edit any past notes or reports by visiting the Reports/Notes tab on the student's profile.