COVID Alert Instructions

Where to go to submit a COVID-19 Alert:

1. **In BrightSpace/D2L**: The COVID-19 Alert form, and these instructions, may be found the homepage of your course:

   ![BrightSpace/D2L screenshot](https://example.com/brightspace.png)

   - In BrightSpace/D2L: The COVID-19 Alert form, and these instructions, may be found the homepage of your course.

2. **In Employee Portal**: Link on the main page under “Submit a ticket”:

   ![Employee Portal screenshot](https://example.com/employeeportal.png)
3. The URL is https://appointment.lsc.edu.

Filling out a COVID-19 Alert:

1. You login with your StarID and password. Once you are logged in, on the “Request” tab next to “Create Ticket For”, select “Student” (DO NOT SELECT “Myself”).

2. Enter the first and/or last name to search for the student. Click the “Search” button.

3. You will get a list to select from which shows the LSC email address for each student to help identify the correct one. **IMPORTANT STEP: Click directly on the name of the student you are submitting the Academic Alert on.**
4. The student’s name will now appear at the top. There is a link to the student’s email; however, *there is no need to email the student as the system will automatically email the student and you will receive a copy.* There is a trash can to remove the student and search again.

5. Click the “Request Type” dropdown menu and select “COVID-10 Alert” and the either “Possible exposure” or “Tested positive.”

6. You may add optional notes to the form. The student will see the notes, which should be factual and professional.

7. Scroll down and click “Save.”

8. The alert will assigned to Wade and Shannon. Linda and Al will be notified immediately.

An email will automatically be generated to the student, and a copy to you, from the system stating that a COVID-19 Alert has been submitted. The original Alert details will automatically go to the student along with the email text that you get a copy of.

Wade and Shannon may add notes and details to the alert and send these updates to you exclusively or to both you and the student.