



**Academic Intervention Team (AIT)** cases can now be opened for students through Navigate. Using Navigate for AIT cases allows for faster, more convenient and holistic care of students facing circumstances that may impede their academic success.

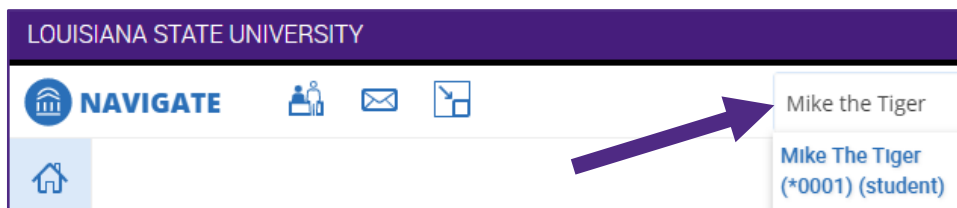
## HOW TO OPEN AN AIT CASE IN NAVIGATE

### 1. Log-In to Navigate

Navigate can be accessed at <https://lsu.campus.eab.com> using your myLSU SSO credentials. As a reminder, Google Chrome and Mozilla Firefox are the preferred internet browsers. If you have trouble accessing Navigate contact [navigate@lsu.edu](mailto:navigate@lsu.edu).

### 2. Locate the Student's Profile

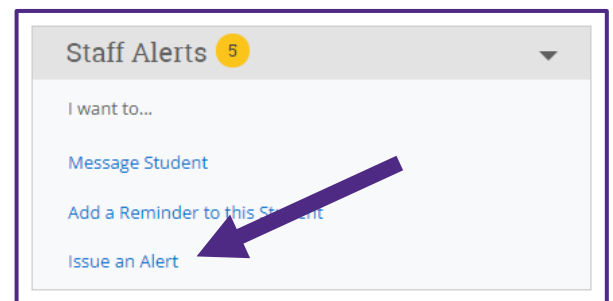
Use the Quick Search bar at the top of your screen to search for the student's profile for which you are opening the AIT Case. Searches may be preformed by name, MyLSU e-mail address and/or LSU ID (89 Number).



### 3. Issue an Alert for the Student

Issuing an Alert on a student will automatically open an AIT case for the student. Within the student's profile, select "Issue an Alert" on the right side of the screen.

In the pop-up box that appears, select "AIT Case (Academic Concerns – LSU Cares)" as the reason for the alert. Information on why this alert is being issued should be entered into the "Additional Comments" text box. Click "Submit" when complete.



## ADDITIONAL INFORMATION

- Once you open an AIT Case in Navigate, our team will work to leverage LSU services and resources where appropriate
- For students who do not have a Navigate profile (e.g. graduate students, not currently enrolled, or not degree seeking, etc.), please open a case in [Maxient](#).