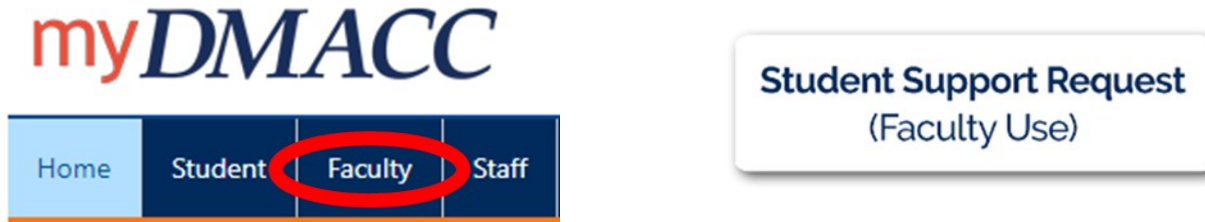
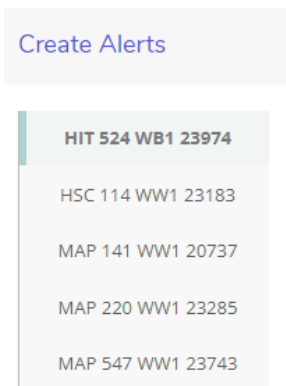


How to Submit a Student Support Request (1 of 2)

1. DMACC's Student Support Request form is found in the **Faculty** tab after logging in to **myDMACC**. The **Student Support Request** is located on the left side toward the bottom of the screen.



2. In the top left corner of the screen, select whichever course roster you'd like to access.



3. Select the appropriate student/s from your course roster.

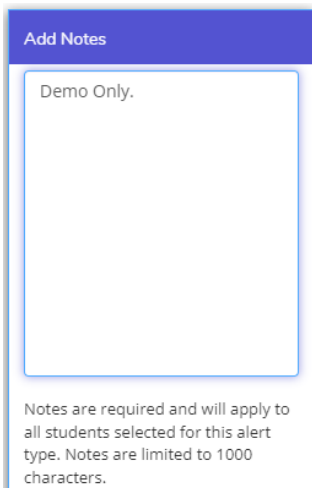
<input type="checkbox"/>	Name	Preferred Name	ID	Class Level
<input checked="" type="checkbox"/>	Sample Name	Sample	Sample ID	Sophomore
<input type="checkbox"/>	Sample Name	Sample	Sample ID	Freshman
<input type="checkbox"/>	Sample Name	Sample	Sample ID	Sophomore

How to Submit a Student Support Request (2 of 2)

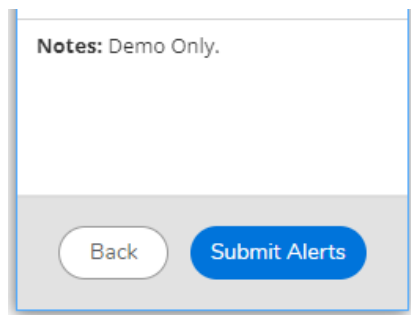
4. Select the appropriate alert type and click **Next**.

- 1. Send a Kudos note to students who are doing well in your class. The note will be sent to their DMACC email and will include your name, class name, and any notes entered.
- 2. Request Academic Support: a note will be sent to the student's DMACC email detailing online and on campus options for academic support.
- 3. Request Academic Advising Assistance: please explain the reason for the referral in the notes section. The student will receive staff outreach including an automated message to their DMACC email.
- 4. Request Non-Emergency Personal Counseling Support: please explain the reason for your referral in the notes section. Counseling services are available for enrolled students age 18 and older.

5. Add any relevant notes and click **Next**.

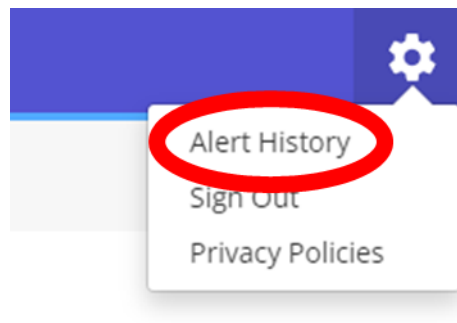


6. Review for accuracy and click **Submit Alerts**.



Alert History

To review your previously submitted alerts, click the settings icon and select Alert History. This screen also displays the name and email of the staff member assigned to each alert.



Questions?

Contact Bobby Nalean at rjnalean@dmacc.edu or 515-697-7723.