1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Point to CentralPipeline, then click on **CentralPipeline for Faculty/Staff** (or click on Faculty & Staff).

2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your BlueNet account username and password.

3. Click on the **Faculty** tab, then **Early Academic Alert**.

4. Click on the down arrow next to **Select a Term**, select the current term, then click on the **Submit** button.

5. Click on the down arrow next to **Select a CRN** and select the course, then click on the **Submit** button.
6. The Early Academic Alert Screen lists all students registered in the course along with their current registration status (registered or withdrawn). Click on a student’s name. The Early Academic Alert report form will open. Select one or more reasons for reporting the student, enter an approximate grade (if available), and type any comments, then click on the Submit button.

7. You will receive a “thank you” confirmation – click on the Continue button to return to the Faculty tab. From this screen, do one of the following:
   - Click on Early Academic Alert link to return to the student list for the same course and report another student.
   - Click on the CRN Selection link to select another course, then the Early Academic Alert link to access the student list for that course and follow step 6 above.

Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.