1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.

1. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).

2. Click on the Faculty tab, then Early Academic Warning.

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

4. Click on the down arrow next to Select a CRN and select the course, then click on the Submit button.
5. From the Early Academic Warning screen, click on a student’s name. The Early Academic Warning 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.

![Early Academic Warning Report Form]

6. 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 Warning 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 Warning 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.