

EAB NAVIGATE USER ACCESS TIERS

All Faculty and Staff with access to Navigate are **Tier I** by default. Tier II and Tier III privileges require additional training.

TIER I

Functionality with assigned students

ACCESSIBLE FEATURES:

- Appointment Availability and Campaigns
- Create and read Appointment Summaries
- Advanced Search and Lists
- Email Messaging
- Create Notes
- Apply and remove Tags for individual students
- See Alerts/Cases and manage or re-assign them as needed
- Academic Planner

TIER II

Requires 2 hour of training

ACCESSIBLE FEATURES:

ALL TIER I FEATURES PLUS...

- Advanced Search and email message any student
- Send text messages
- Create appointments on behalf of students with other staff
- Appointment Reporting access

TIER III

Tier II training must be completed prior to Tier III training.
Tier III Training: 90 minutes

*This tier is Intended primarily (but not exclusively) for Director-level faculty and staff. Strongly encouraged for all EAB Ambassadors and EAB Leadership members

ACCESSIBLE FEATURES:

TIER I & TIER II FEATURES PLUS...

- Advanced Reporting (Student Info, Campaigns, Progress Reports, Cases)
- Analytics (Student Population and Activity Dashboards)
- Mass edit of Students (apply and remove Tags and Assign staff to groups of students)
- Content Administrator for Navigate Student (build and edit Academic Planner)