

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

Faculty and Staff



ACCESSIBLE FEATURES:

- Create and read Appointment Summaries
- Advanced Search and Lists
- Email Messaging
- Create Notes
- See Alerts/Cases and manage or reassign them as needed
- Appointment Availability
- Create appointments on behalf of students with other staff

TIER II

Department Chairs



ACCESSIBLE FEATURES:

ALL TIER I FEATURES PLUS...

- Apply and remove Tags for individual students
- Appointment Reporting access
- Campaigns

TIER III

Deans



*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)