

Submitting a STAR Signal on Behalf of a Student

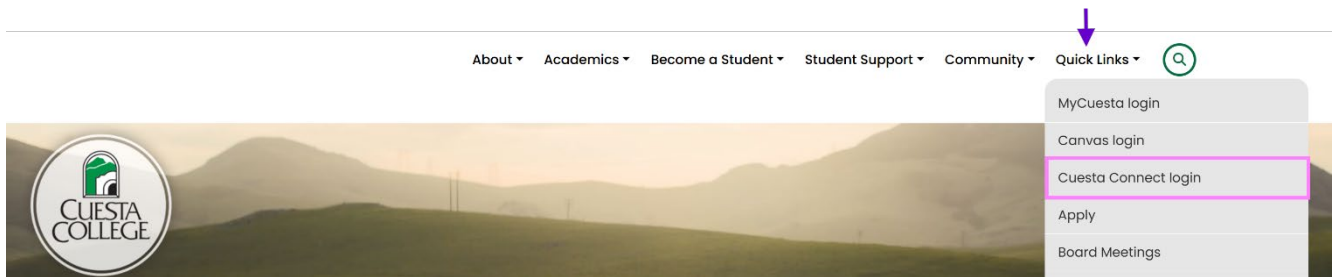
Strategic and Tailored Assistance for Retention

STAR Signal is Cuesta College's referral process facilitated through the Cuesta Connect (ConexED) platform. It is a proactive approach to addressing **academic factors** that may contribute to student attrition. It connects students with resources and assistance before a challenge escalates.

This handout outlines the step-by-step process for submitting a STAR Signal through Cuesta Connect (ConexED).

1 Access Cuesta Connect

- Visit cuesta.edu
- At the top of the homepage, click on **Quick Links** and then **Cuesta Connect**.

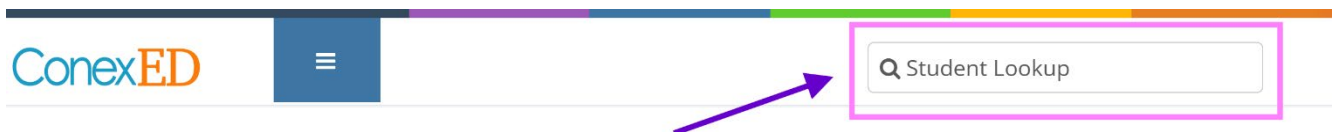


2 Log In

- Use your **myCuesta credentials** to log in to Cuesta Connect (ConexED).

3 Look Up the Student

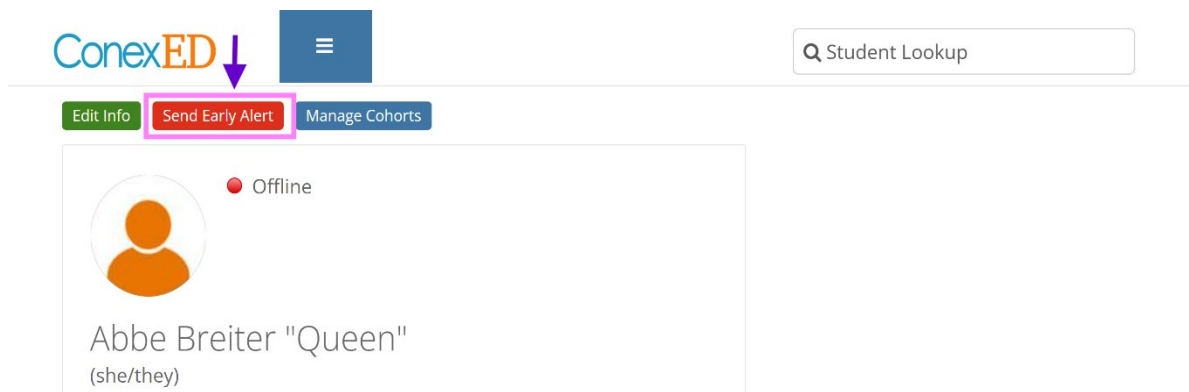
- Once logged in, locate **"Student Lookup"** at the top of the screen.



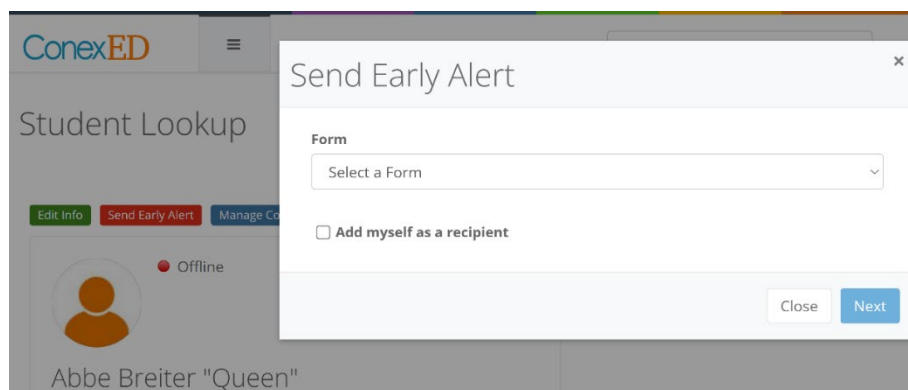
- Enter the student's **name, email, or ID number** to find their profile.

4 Open the Form

- In the student's profile, click on **"Send Early Alert."**



b) A new window will appear prompting you to select a form.

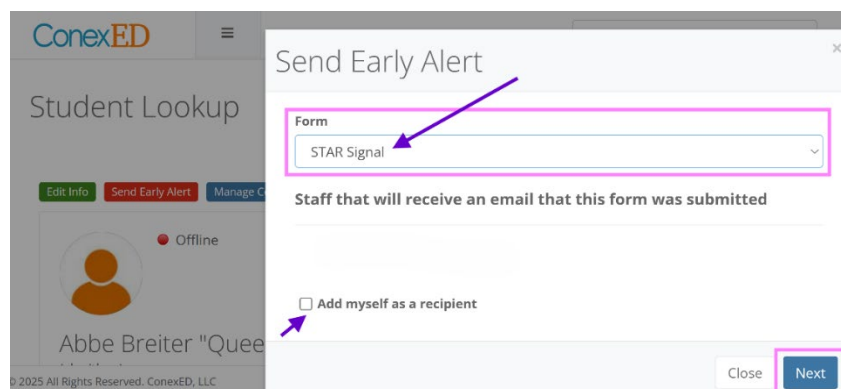


5 Select the STAR Signal Form

a) From the drop-down menu, choose the **STAR Signal** form, it is the first option.

Optional: If you would like to receive a confirmation email after submitting the form, check the box that says **“Add myself as a recipient.”**

b) Click “Next”



6 Complete the STAR Signal Form

a) Complete the form by responding to the questions.

- b) When you reach the “Severity Rating” section, **do not** change the default setting. Leave it as is.
- c) In the “**Student Can View**” section, the default is No. Only change to “**Yes**” if the **student is aware** that you are submitting a STAR Signal on their behalf.

7 Submit the STAR Signal Form

- a) Once all sections are complete, click “**Send Alert**” to submit the STAR Signal.

8 Need Help?

If you encounter issues or have questions, send an email to equityinitiatives@cuesta.edu for assistance.