1. **Open** your web browser and navigate to **CentralPipeline** at [http://pipeline.ccsu.edu](http://pipeline.ccsu.edu).

2. **Log in** to CentralPipeline with your **BlueNet Account** username and password.

3. **Click** on the **Faculty** tab.

4. From the WebCentral-Banner Web channel, **click** on the **More Faculty Services** link.

5. From the Faculty Services screen, **click** on the **Early Academic Warning** link.

6. From the Select Term screen, **click** on the **down arrow** and **select the current Term**, then **click** on the **Submit** button.

7. From, the Select CRN screen, **click** on the **down arrow** and **select a course**, then **click** on the **Submit** button.

8. From the Early Academic Warning screen, **click** on a **student’s name**.

9. 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.

10. You will receive a “thank you” confirmation – **click** on the **Continue** button to return to the Faculty Services screen. From this screen, do one of the following:

    - **Click** on the **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 steps 7-10 above.
    - **Click** on the **back to Faculty Tab** link to return to the main faculty tab in CentralPipeline.
    - **Click** on the **logout** button to exit the system completely.