1. Login to GradesFirst at https://easternct.gradesfirst.com:
   Use your Eastern ID name and password for authentication.

2. Select the “Professor Home” page:
   Using the drop down box next to “Advisor Home” (#1), select “Professor Home” (#2) to find students in your courses.

3. There are two (2) ways to issue “Alerts” for students:
   A. OPTION A: Select students to whom an alert will be issued by individual student through the list “Students In My Classes”:
      From the “Professor Home” page, simply you use the “Students in My Classes” list and submit an alert for students you’d like to have flagged. This list has everyone in all of your courses. A message will be delivered to that student, and it will be delivered to his or her academic advisor(s).
B. OPTION B: Select students to whom an alert will be issued by individual student through “Issue an Alert” and student search:
Instead of “Students in My Class” list, simply use the “Issue an Alert” button on the right side of the page.

The pop up box below is an example of an Alert page. Simply search for your student by using a first name, last name, or ID number and fill in the information. Again, the alert will go to the student and his or her advisors.