

Early Warning Notice [EWN] Entry via MyBenU

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1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “BU Student Records”. The BU Student Records page will open.
2. On the BU Student Records page select the “EWN Info” link. The EWN Info page will open. NOTE: For some users, the “EWN Info” link is located under the “Use” header link.
3. On the EWN Info page, enter BENUV for the Academic Institution [if it did not default] and the appropriate Academic Career [UGDS for undergraduate, GRDQ for masters quarter programs, GRDS for masters semester programs, DOCT for doctoral quarter programs, and DOCS for doctoral semester programs]. Next, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the EWN Info page with the term populated.
4. Click on the “Search” Button. All of the students that are in your classes in that term will appear at the bottom of the page below the “Search Results” header. NOTE: to reduce the number of students displayed, select the desired “subject area”, “catalog nbr”, and/or “class section” prior to clicking on the “Search” button.
5. Click on the link for the appropriate student in the appropriate class. The EWN form page for the selected student in the selected class will open.
- 6a. Using the checkboxes and the free format “Comment” box as applicable, enter the information regarding the early warning you wish to communicate to the student. Then click on the “Save” button. Proceed to Step 7.
- 6b. If a previous EWN was sent to the student for this course, click on the plus (+) sign at the upper right of the screen to insert a row. This replicates the previous information with the exception of updating the effective date to the current date. Enter the correct information for this second EWN. Using the checkboxes and the free format “Comment” box as applicable, alter the information regarding the new early warning you wish to communicate to the student. Then, click on the “Save” button. Proceed to Step 7.
7. You will be prompted to “Send student notification email? Click “Yes.”
8. You will also be prompted to “Send advisor notification email?” Select “Yes”.
9. The completed EWN form page will reopen. If you wish to submit an EWN for another student, click of the “Return to Search” button. The EWN Info page will reopen.