To issue an APW

Start at the University's main web page
In the upper right corner, click on "Self Service"

Self-Service Center
Click on "Secure Login for Students, Faculty, Staff, and Alumni."

Enter User ID and Password
Not the same as your email User ID and Password
User ID = University ID number

Secure Login
Enter your University ID and PIN
If you don't remember your PIN, transfer it to the SECURITY O.K.
Please enter: PIN in case seen

User ID
PIN:

Click on "Faculty Main Menu"

Self-Service Menu
Last served on 04/18/2013 at 09:24
Public Safety / Parking
Purchase parking permits, find a temporary parking spot or an overnight parking spot
Student Main Menu
Block for Revised/Registration, Make a Payment, View your academic record
Faculty Main Menu
Registration Overwrites, View Class List and Student List
Finance Menu
View payments, summary or detail. Download Financial Forms, View and Update personal information
Pay Your Bill/CASHNet
Make online credit card and electronic payments, view account and on Hartford Bankcard (must be authorized)
View Student Invoices
Academic Performance Warning (must be authorized)
Return to Homepage

Click on "Academic Performance Warning"

Public Safety / Parking
Purchase parking permits, find a temporary parking spot or an overnight parking spot
Term Selection
CEM Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Add/Drop Class List
Add Term Grades
Registration Overwrites
Registration Add/Drop
Look-up Classes to Add
Student Menu
Advisor Menu
Search for ID by Name
Email CAPP Course Waivers & Substitutions
View Memos from the Registrar's Office
Curriculum Change Form
Class Roster

Academic Performance Warning (must be authorized)
Hartford Bankcard (must be authorized)
View Student Invoices
Faculty Senate - Curriculum Forms
RELEASE: 8.3.3

Go to this website:
https://red.hartford.edu/PerfWarning
And enter your EMAIL username and Password.

Then follow the instructions from here
If this is the first time you are using APW in this session, you will need to enter your EMAL user name and password.

Now enter your ID number to see the list of classes and registered students you are teaching this semester.

Select the student for which you are wishing to send an APW, then hit Go!

University of Hartford Academic Performance Warning
Instructor's University ID Number: [Input field]

Your courses and students:
(Select one student and click Go!)

24IFTS ENG 300
26324 ENG 217
28734 ENG 328

Composing warning for
Course: ENG 217
Instructor:

Fill out the Warning by selecting one or more responses for Attendance, Performance, Student appointment history, and actions taken.

IMPORTANT - please give as much detail as you can in the "Comments" section as the Evaluators office keeps track of these warnings and notes patterns in different classes.

When finished, click "Preview Warning"

Preview your warning and if satisfactory, click "Send this Warning."

Warning is sent to you, the teacher, the student, the student's advisor and the Dean's office.

If necessary, repeat the process.