Accessing Navigate

Login to Navigate at [https://memphis.campus.eab.com](https://memphis.campus.eab.com) or use the link in the myMemphis Faculty page.

Use toggle to move between the Professor Home and Advisor Home screens when necessary.
Reviewing Case Details

Use the quick search to locate the student by **Name** or **UID**

Once on the student’s page, select the **History** tab and use the toggle to select **Cases for...** in the student’s history at the bottom of the screen.
Select **Closed Cases** and then click **Manage Case**

The **Manage Case** screen will provide a case history log

---

<table>
<thead>
<tr>
<th>DATE OPENED</th>
<th>DATE CLOSED</th>
<th>REASONED</th>
<th>ISSUED BY</th>
<th>ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/2017</td>
<td>11/22/2017</td>
<td>Poor Attendance, Not Turning in Assignments, Personal</td>
<td>Beverly Trajesiana</td>
<td>Matt Traylor, Sabrina Mobley</td>
</tr>
<tr>
<td>10/28/2017</td>
<td>11/22/2017</td>
<td>Not Turning in Assignments</td>
<td>Beverly Trajesiana</td>
<td>Matt Traylor, Sabrina Mobley</td>
</tr>
<tr>
<td>09/21/2017</td>
<td>10/09/2017</td>
<td>Not Turning in Assignments, Personal</td>
<td>Beverly Trajesiana</td>
<td>Kari Brooks, Eunice Daniels, Mary Betheman, Frederick Clevey</td>
</tr>
</tbody>
</table>

**Case Activity:**

- **09/19/2017**: Robin Poston assigned case to Cody Sacks.
- **09:11PM**: Robin Poston opened case.
- **09:11PM**: Robin Poston added comment:
  
  Missed 2 out of 3 classes and has not turned in 3 out of 4 grades.

- **09/20/2017**: Cody Sacks added comment:
  
  I have reached out to the student to request a meeting, waiting for response back.

- **09/29/2017**: Cody Sacks closed case (Closed-Student Non-Responsive)
  
  **10:59AM**

---

**Case Closed**

**Reopen Case**