

Getting Started

Staff and Professor Home Roles in Nanook Navigator (EAB Navigate)

FERPA training must be up current to access Nanook Navigator. Log into [MyUA](#).

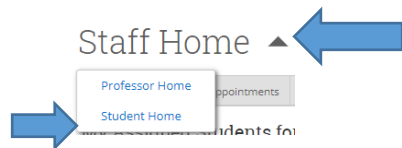
[Getting started video](#) and how to [navigate the student profile video](#).

How to log into Nanook Navigator

1. Click this link <https://uaf.campus.eab.com/>
2. Enter your UA single sign on credentials (same as Gmail, Blackboard, UAOnline, & etc.)
3. Click "Login"

How to switch roles

1. To change the role to Professor or Student role, click on the drop down next to the "Staff/Professor/Student Home" and then click on the role you desire. Don't have a role you need, [click here](#).



2. **Staff Home Role** will provide the most access to features, see this resource page for more information: <https://uaf.edu/gs/nanooknavigator/advisors.php>.
 - a. Appointments & Communication
 - b. Alerts & Cases
 - c. Reports, Data & Searches
3. **Professor Role** is for all instructors, see this resource page for more information: <https://uaf.edu/gs/nanooknavigator/instructors.php>
 - a. [Manage Progress Reports](#)
 - b. [Issue Student Alerts](#)
 - c. [Text Message Students](#)

How to access the different Staff Role features:

1. Click on the icons in the left-side panel:
 - a. Current Page Home
 - b. Staff dashboard
 - c. Conversations
 - d. Calendar
 - e. Cases
 - f. Campaigns
 - g. Reminders
 - h. Advanced Search
 - i. Lists & Searches
 - j. Analytics
 - k. Reporting

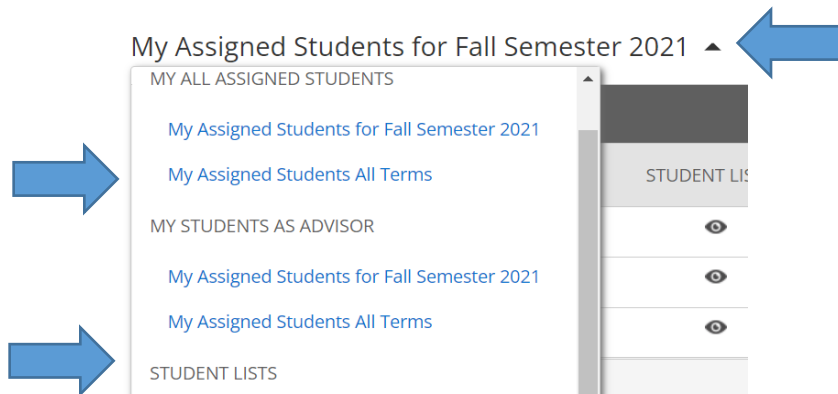


Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact uaf-nanooknavigator@alaska.edu.

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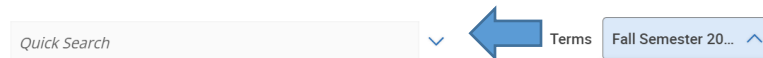
How to access the different Staff Role features, continued:

2. You can also click on “My Assigned Students for” Dropdown to access advisees for all term, student lists, and saved searches.

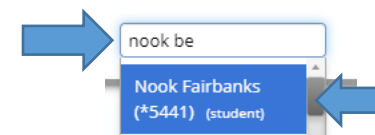


How to search for UA students:

1. At the top middle of your Staff or Professor Home there is a quick search bar.



2. You can search the student by name, student ID number, or preferred email address. Then click on their name.



How to access the different Professor Role features:

1. Click on the icons in the left-side panel:
 - a. Current Page Home
 - b. Conversations
 - c. Calendar
 - d. Campaigns



How to change your profile semester:

1. At the top right of your Staff or Professor Home, click the term drop down.
2. Click on your desired semester. Then your profile, students, and courses will update to that semester.

