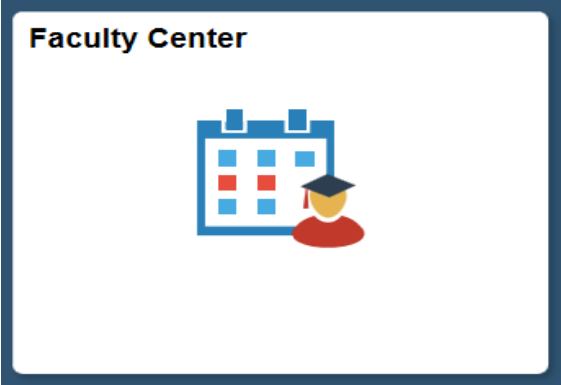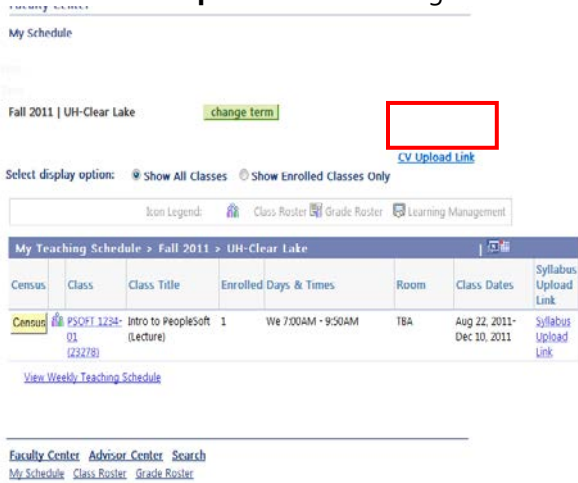# Submitting an Academic Success Referral (ASR)

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the **Faculty Center** tile
3.	The **Faculty Center** displays your Teaching Schedule for the current semester automatically. Click on the **CV Upload link** on the right side of the page.
4.	Click the **Class Roster** icon next to the class number.

5.	Upon clicking the **Class Roster** icon, the roster will show and you will see the **ASR** button next to the student name on the roster. Click on the button.
6.	You will be taken to a new page. You will need to fill in the required fields prior to saving the form. Click on **Submit**. Upon submitting, an email is sent to the Student Success Center for follow up and to notify them of the referral.
7.	Click on or to return to the Home Page.