

DSS Referral Process

- <https://suffolk-campus.eab.com/>
- Log in using your single sign-on credentials



Sign in with your Suffolk University Username

Sign in

[Change Password](#)

[Forgot Password](#)

[Enroll in Password Reset](#)

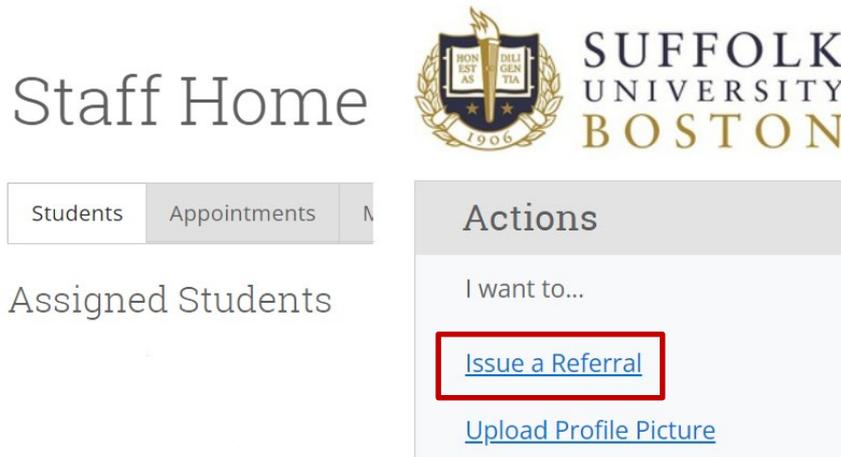
Need help contact the Suffolk University Service Desk
at 617-557-2000 or email servicedesk@suffolk.edu



Issue a Referral

OR

Click on Issue Referral on Staff Homepage



Staff Home

Students | Appointments | M

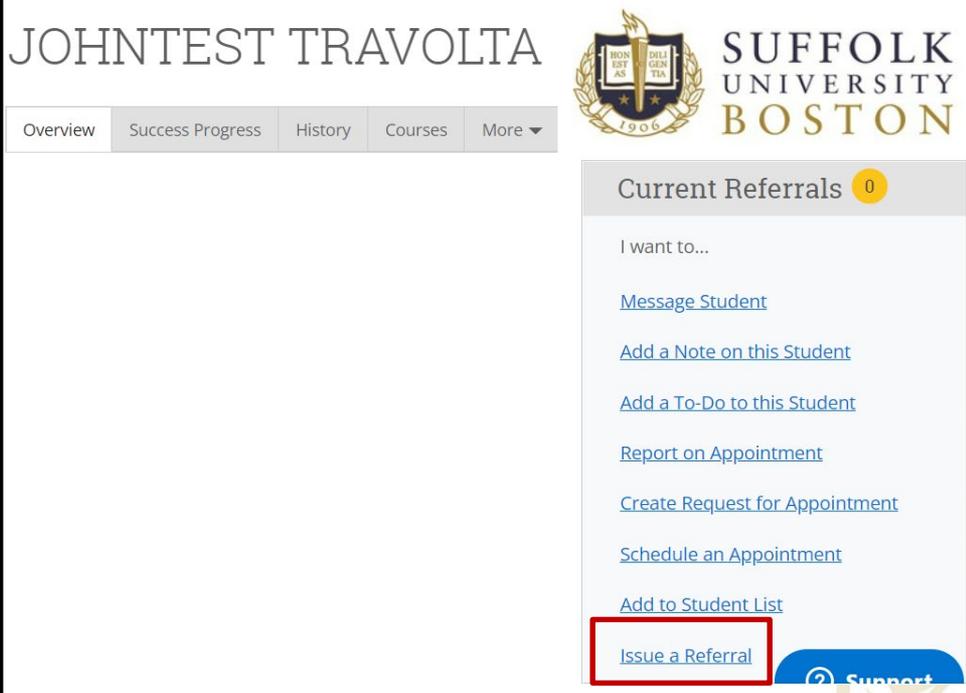
Assigned Students

SUFFOLK UNIVERSITY BOSTON

ACTIONS

- I want to...
- Issue a Referral**
- Upload Profile Picture

Navigate to student's page and click on Issue a Referral



JOHNTEST TRAVOLTA

Overview | Success Progress | History | Courses | More ▾

SUFFOLK UNIVERSITY BOSTON

Current Referrals **0**

- I want to...
- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- Issue a Referral**

Support

Completing the Referral

- **Student:** If student name is not visible, search by first name, last name, or student ID and select student.
- **Referral Reason:** Select the area that you are referring a student to – all referral options will begin with “DSS Referral”.
- **Associated with Course:** If the referral is related to a specific course, select the course.
- **Additional Comments:** Elaborate on the referral in the box.
- Click “**Submit**”

ISSUE A REFERRAL ✕

Student

Please select a reason

Is this associated with a specific class?

Additional Comments