# Using Yeshiva Success Network

The Yeshiva Success Network (YSN) gives you invaluable information and a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware.

You can find YSN on InsideTrack, Employee Tools, Yeshiva Success Network. It is also accessible directly here. YSN will automatically display all students with whom you are connected. Use your Single Sign On information when prompted. From there, you can review information, raise flags about students, and review flags that have been raised about your students.

Clear a Flag on one of your students

When you have raised a flag or sent a referral, or a flag/referral has been assigned to you, it is your responsibility to follow up with the student, and clear the flag/referral once completed.

1. To find your students in order to review information or take action, click on the Student option from the left hand navigation menu.
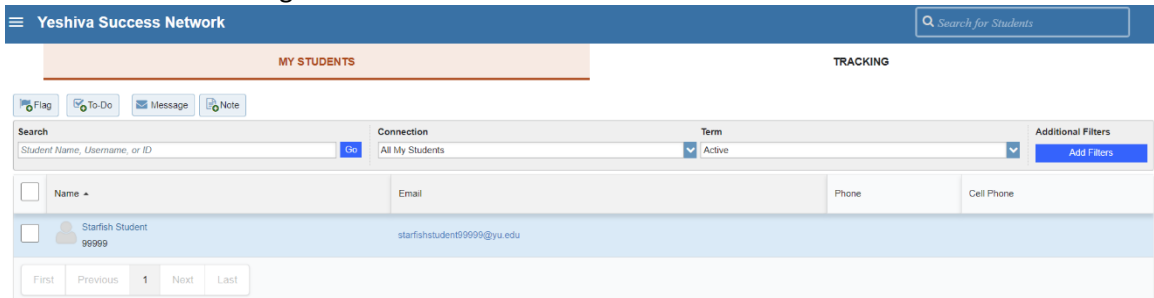
2. Next, click the "TRACKING" tab on the top banner. This will display all students with an open Flag, Referral, or Kudos to be cleared that is associated with you. You will see items that you have raised, items that were assigned to you, or items that were referred to you/your department.
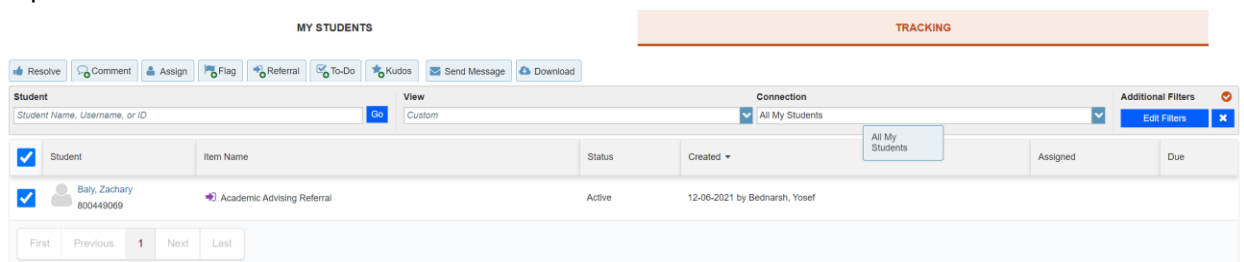
3. To take action on a student, click the box to the left of their name.
4. Above the filter section, you can see all of the actions that you can take with this student. You can refer the flag/referral to someone by selecting **Assign**, leave a note on the student by selecting **Comment**, or clear the flag by selecting **Resolve**.
5. To clear, select **Resolve** and add notes if appropriate.

Select a reason for clearing this referral: *

○ The meeting took place

○ The meeting did not take place

○ The referral is no longer relevant

○ The referral was created by mistake

● I don't have enough information

Add a comment:

> Provide some more details about why you're clearing this referral.

☑ Send a message to Bednarsh, Yosef to close the loop

To Bednarsh, Yosef   Copy my comment

> Type a message for Bednarsh, Yosef about clearing this referral.

* Required fields   Never Mind   Submit

6. Once you hit **Submit**, the flag will be cleared and the student will be removed from the TRACKING section of your portal.