Getting Started

Staff and Professor Homes in Nanook Navigator (EAB Navigate)

Complete annual FERPA training. If you have not completed your annual FERPA training log into MyUA go to “My Community” and click on Training Library, then search for FERPA.

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” (red button)

How to switch roles

1. If you have the Staff role then when you log in the system will default to “Staff Home”. 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.

How to access the different Staff Role features:

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

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

Need assistance? See more resources at https://uaf.edu/gs/nanooknavigator/ or contact jrskipper@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 student lists, watch lists and saved searches.

**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 search for UA students:**

1. At the top right of your Staff or Professor Home there is a magnifying glass icon.
2. Click the magnifying glass.
3. You can search the student by name, student ID number, or preferred email address. Then click on their name.

**How to change your profile semester:**

1. At the top right of your Staff or Professor Home there is a semester drop down next to the magnifying glass icon.
2. Click the semester drop down.
3. Click on your desired semester. Then your profile, students, and instructor courses will update to that semester.

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