**Basecamp**

***Quick Start Guide* for Students**

*Last Updated October 4 2017*

**What is Basecamp?**

Basecamp is Juniata’s personalized version of the Pharos 360 software. It is case management software specifically created to assist you our students.

With Basecamp you can:

* Send a referral on another single student or a group
* Ask for Help
* See who your connected to from Faculty and Staff, to Coaches and Resident Assistants

**Accessing Basecamp**

*In any web browser, log into the Arch. Go to Applications and click on Basecamp.*

*---OR---*

*In any web browser, go to: juniata.pharos360.com*

***Login****:*  Juniata Username

***Password***: Juniata Password

NOTE: *All FERPA guidelines apply to Basecamp information.*

To maintain privacy, be sure to LOG OUT when finished.

**After Login**

Student login takes you to your home screen, featuring a ***Launchpad*** hovering over a photo of Juniata students studying in Pheasant Lounge.

Along the very top, you will see a menu bar that offers these options:**, Send Alert, Mobile Site, “Your Name,” and Logout.**

**The Launchpad**

On the large Launchpad in your center screen are four icons:

* **MY RELATIONSHIPS:** access a list of known relationships and campus connections.
* **SUPPORT NETWORK:** find information about support services on our campus.
* **ASK FOR HELP:**You will be able to fill out a self-referral to ask for help.
* **REFER A FRIEND:**  If you think a student might be in trouble or needs campus assistance, you can submit a referral on one of your friends.

**Refer a Friend**

This is where you send the Basecamp referral (formerly the Notice of Concern) about a student:

* On the Launchpad, click on the life preserver icon that reads: “**Send An Alert.**”
* Enter student name or ID number: *Susie Smith* or *1234567.*
* Click Search.
* In the results, go to the FAR right and click on the little life preserver: *Send Alert*.
* You will then see the student’s contact information, fields for YOUR contact info, and the referral form at the bottom.
* Simply click on any info that applies and add anything you want us to know
* Click *Submit Referral* at the bottom when done.

You will receive a receipt of referral email and updates if you ask for them.