

Office of the Vice Provost for Academic Operations

## How to look up prior incidents in Salesforce

1. Sign in to Salesforce; search student name or ID; select Contact.

2. Click Behavior Involvements in the Related List Quick Links to open list. A '0' indicates no priors.

Student Success Reports Y ID	Q. Search	]	** # & ? 🖡 👼
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## 3. Click Behavior Involvement Case Number to open details.

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1 BI-1595 College of Social and Behavioral Sciences	Academic Dishonesty	Undergraduate		SOC 201: DEVELOPMENT OF SOCIOLOGICAL THOUGHT	Spring 2024

## 4. Incident Details

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5. Record prior incidents in tracking section of the form. Enter '0' if no priors.

**Number of prior offenses** System checked; number indicates known priors.