



## UNIVERSITY OF WISCONSIN LA CROSSE

### MAXIENT: STUDENT CASE MANAGEMENT SYSTEM

#### **WHAT IS MAXIENT?**

Maxient is a case management software. UW – La Crosse uses Maxient to manage student case records for student conduct, academic integrity, student support, Title IX matters, etc.

Simply, Maxient is a record keeping system, like an electronic file cabinet, to maintain student records. The database is web-based and maintains a high level of security.

#### **WHAT IS MAXIENT UTILIZED FOR?**

UW – La Crosse uses Maxient for electronic collection of reports (e.g. incident reports, confidential violence prevention requests, Title IX reports, student support, CARE records, etc.). In addition to record keeping, Maxient is also used for sending confidential communication (i.e. letters) to students.

#### **I RECEIVED AN EMAIL WITH A LINK. HOW DO I KNOW IT IS LEGITIMATE?**

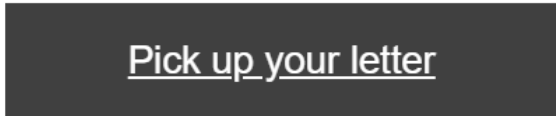
Communication from UW – La Crosse through Maxient will come from a UWL staff person via the following email address:

(via Maxient) <notifications@maxient.com>

Maxient official letters require students to log in securely to access confidential information. Students may receive emails and / or text messages pointing them to an active link to access an official letter.

#### **HOW DO I ACCESS MY LETTER?**

To access your letter, click the link that was sent to you via email and / or text message:



A screen will open with your name and a text box to input your Student ID number. Once you enter your ID, you will be able to access a PDF of the document(s) being sent to you. Download, print or save a copy for your records.

