

eCST – Twilight Referral Instructions



- Go to eCST
 - Enter student name & campus
 - Click: “Search” and student information page will open
 - Click: “Services” for student and “Service Tracking” for student opens
 - Click: “Document a Twilight Referral”
 - Select relevant Twilight Service
 - Select course from dropdown menu: i.e. English 1 or Algebra 1 etc.
 - “Course 1 Other” box: *used to enter course A/B or appropriate 6 weeks (1st - 6th)*
 - Add notes/comments - additional info we need to know for students to complete the course. *Example: 85+ grade needed to year long average*
 - Click save
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