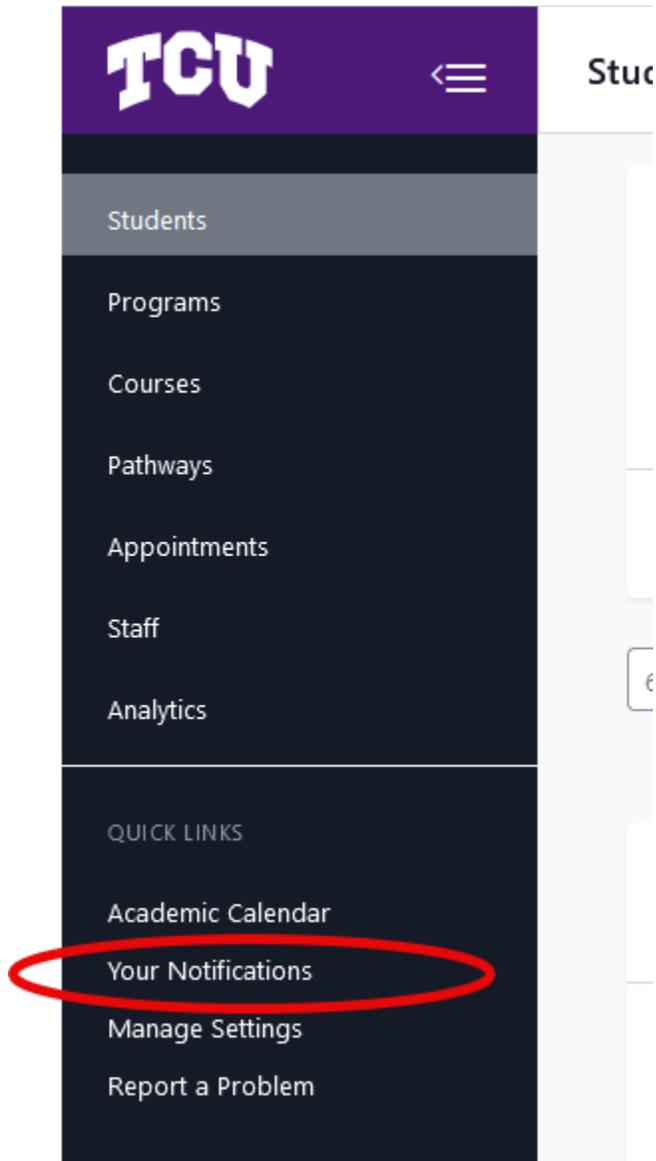


To Get Email Alerts about Changes to a Report

1. In the left sidebar, go to “Your Notifications”



2. From the pop-out, go to the Settings tab. From here you can change the timing of the email notifications:

Go to the Settings Tab

Notifications Settings x

Where would you like to be notified?

Email Notifications

Email Notifications: Messages And Requests For Review
This setting controls how you are notified via email of messages, plan review requests, or any activity other than a student alert. You will always receive an in-app notification, regardless of your email settings.

ADVISEE ALERTS

Email Frequency
If you select 'email' as an alert type below, you would have the ability to control email frequency with this setting.

Notification

Set timing: instant, daily, weekly, etc.

3. Choose the report you want to be notified about when changes occur

Notification
These settings control how you are notified for alerts you set on your advisees. You can choose a notification type for each alert.

 Critical Alerts	<input type="text" value="In-app notification"/>
 Warnings	<input type="text" value="In-app notification"/>
 Info	<input type="text" value="In-app notification"/>

Alert Events

 Saved Report: Pre-Health Students	edit 
---	---

Select Edit to set notifications for each individual report

4. Set the Alert Level and Alert Warning accordingly

Notification
These settings control how you are notified for alerts you set on your advisees.
You can choose a notification type for each alert.

 Critical Alerts	In-app notification
 Warnings	In-app notification
 Info	Email

Alert Events

 Saved Report: Pre-Health Students 

ALERT LEVEL

Info

Save [exit editing mode](#)

Step 2: For that level of alert, set the notification to Email

Step 1: Select What Kind of Alert This Should Be