

## Notification Preferences

### Purpose

Take the steps immediately below to create and amend your Notification Preferences. Your notification preferences determine the email address you will receive updates to when a spot opens in a class on your Watch List, and when grades have been posted for a class.

### How do I ?

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1) Update my Contact Details (Email and Phone Number) [Click here](#)

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2) Add/Edit my Notification Preferences [Click here](#)

## Notification Preferences

### Add/Update Contact Details

To ensure you receive email notifications to your preferred email address for Watch List and Grades, you'll need to first add/update your contact details.

Add a new email


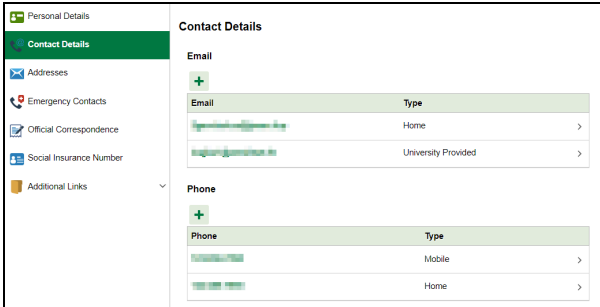
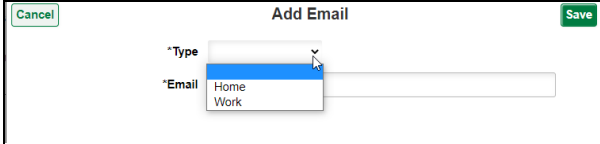
1. Click on the 'Profile' tile from your home page and then click on 'Contact Details'.
2. To add an email, click the 'Add Email' or '+' button under 'Email' header. \*
3. Select email 'Type'.
4. Enter email details and click Save.
5. To update an existing email address, click the email you want to modify, make the necessary changes and click 'Save'.
6. To delete an existing email address, click the email you want to delete and click the 'Delete' button \*

You can have **up to** three emails:

- University Provided (system generated)
- Home
- Work

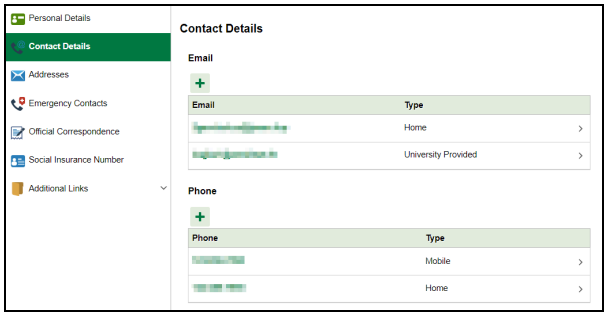
\* Notes:

- 'Type' will default if there is only one type left to select.
- If you already have an email of each type, the '+' button will not display as you can't specify multiple home or work email addresses.
- Your university provided email cannot be modified or deleted.

Once saved, the contact details page will be updated

## Notification Preferences

	
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### Add / Edit a phone number

1. Click on the the 'Profile' tile and then click 'Contact Details'
  2. To add a phone number, click the 'Add Phone' or '+' button under 'Phone' header.
  3. Select phone 'Type'.
  4. Enter phone number and click the 'Save' button
  5. To update an existing phone number, click the phone number you want to modify, make the necessary changes and click 'Save'.
  6. To delete an existing phone number, click the phone number you want to delete, click the 'Delete' button.
- You can have **up to five** phone types:
- Home
  - Mobile
  - Business
  - Fax
  - Pager
- If you have phone numbers entered for all types, the '+' will not be available.

Cancel
Edit Phone
Save

Type Mobile

Country Code

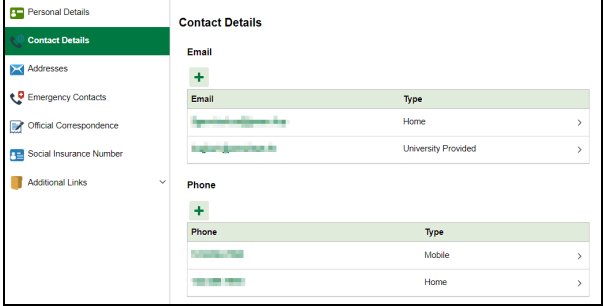
Phone Number

Extension

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Delete

Once saved, the contact details page will be updated

	
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## Notification Preferences

### Add or Edit Notification Preferences

Once you've added your contact details, you can create your Notification Preferences to ensure you receive Watch List and Grade notifications via email.

#### Add/Edit Notification Preferences

1. Select the Notification Preferences tile from your home page.
2. Go through the activity to review/update your notification preferences. Selecting "Yes" for 'Enable Email Notification', ensures you will receive email notifications for watch list and grades to your preferred email address. \*See NOTE
3. Once you've completed making updates, select "Save" in the upper right.
4. Then select "Next" in the upper right to proceed to the summary page.
5. From the 'Summary' page, click on "x Exit" in the top left to complete your review/updates

#### NOTE:

Email notifications will always go to your University of Alberta email. If you enter a non-University of Alberta email in Notification Preferences, you'll receive email notifications at **both** the non-University of Alberta email you've entered in addition to your University of Alberta email.

