

### **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?

1) Update my Contact Details (Email and Phone Number)

Click here

2) Add/Edit my Notification Preferences

Click here



#### **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.

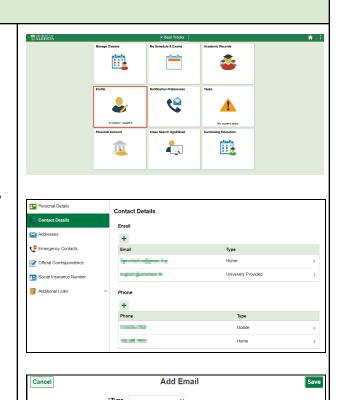
## Add a new email

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 \*

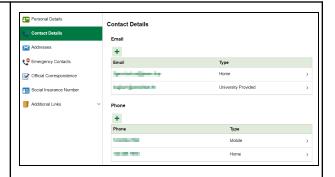
You can have **up to** three emails:

- 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





# 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.

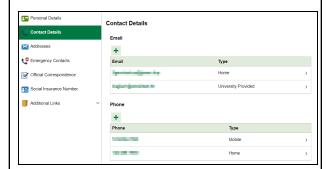
You can have up to five phone types:

- Home
- Mobile
- Business
- Fax
- Pager

If you have phone numbers entered for all types, the '+' will not be available.



Once saved, the contact details page will be updated





### **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.

