Email notification

You can use this quick reference guide as a fast reminder of the basic steps for setting up your email notification preferences in Access Online.
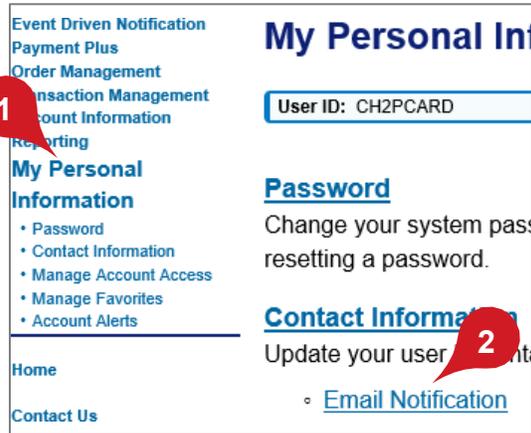
1. Select **My Personal Information**.

2. Click **Email Notification**.
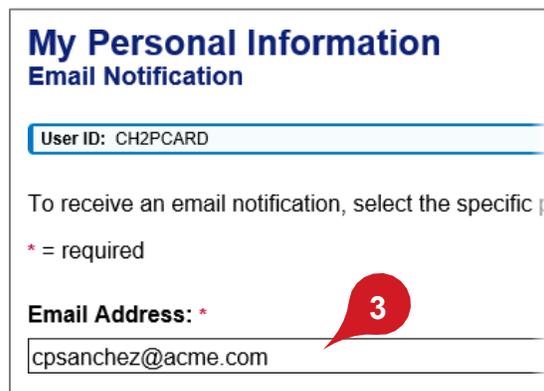
3. Make sure your email address is correct.
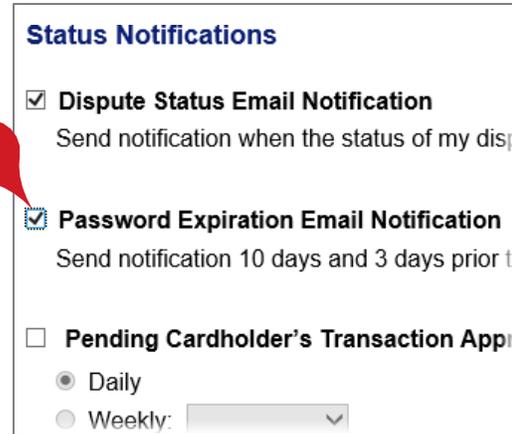
4. Specify the status notification you want to receive.
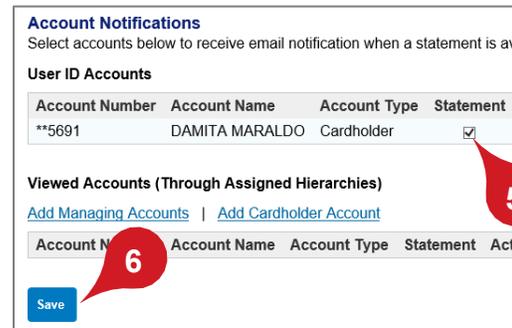
5. Select the account notifications you want to receive.

Learn more: The options available to you depend on your program setup and role.

6. Click **Save**.

Learn more: For detailed information on all alerts and notifications, refer to the *Access Online: Alerts and notifications* user guide.

CAT ID: NA

Survey

Please take a few minutes to respond to a short [survey](#) on our training.