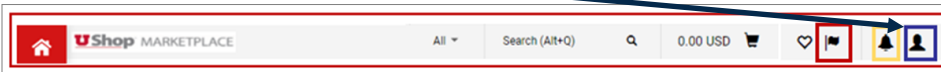


Change Request Notifications

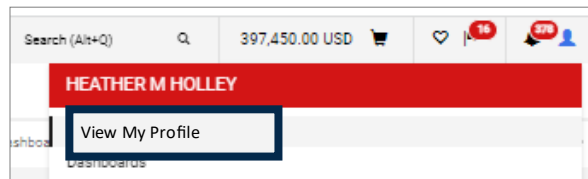
Notifications regarding various steps within the Change Request process may be received via email as a Change Request is in progress. While these may be helpful in general, some of them may not be desired. This help guide will walk you through where to find these notification preferences and how to adjust them.

To adjust the Notifications/emails received from Change Requests click on the following:

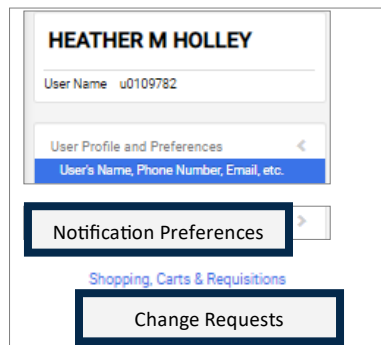
- Click on the *Profile Icon*



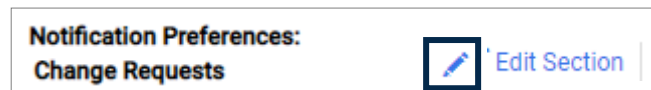
- Click *View My Profile*



- Click on *Notification Preferences*
 - Select *Change Requests*



- Click the *pencil icon* to open the *Edit Section*

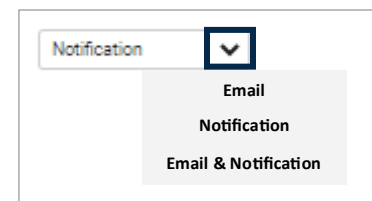


- Next to each potential notification, the drop down menu may be selected to change the current notification type.

- **Notification** will add a digital notice in the *Bell Icon*



- **Email** will send a *notification* to the users email



It is best practice to keep the Notification on even when email is not desired as this can be a tool for assistance.

- Choose the desired *Notification Type*. And click *Save Changes*

