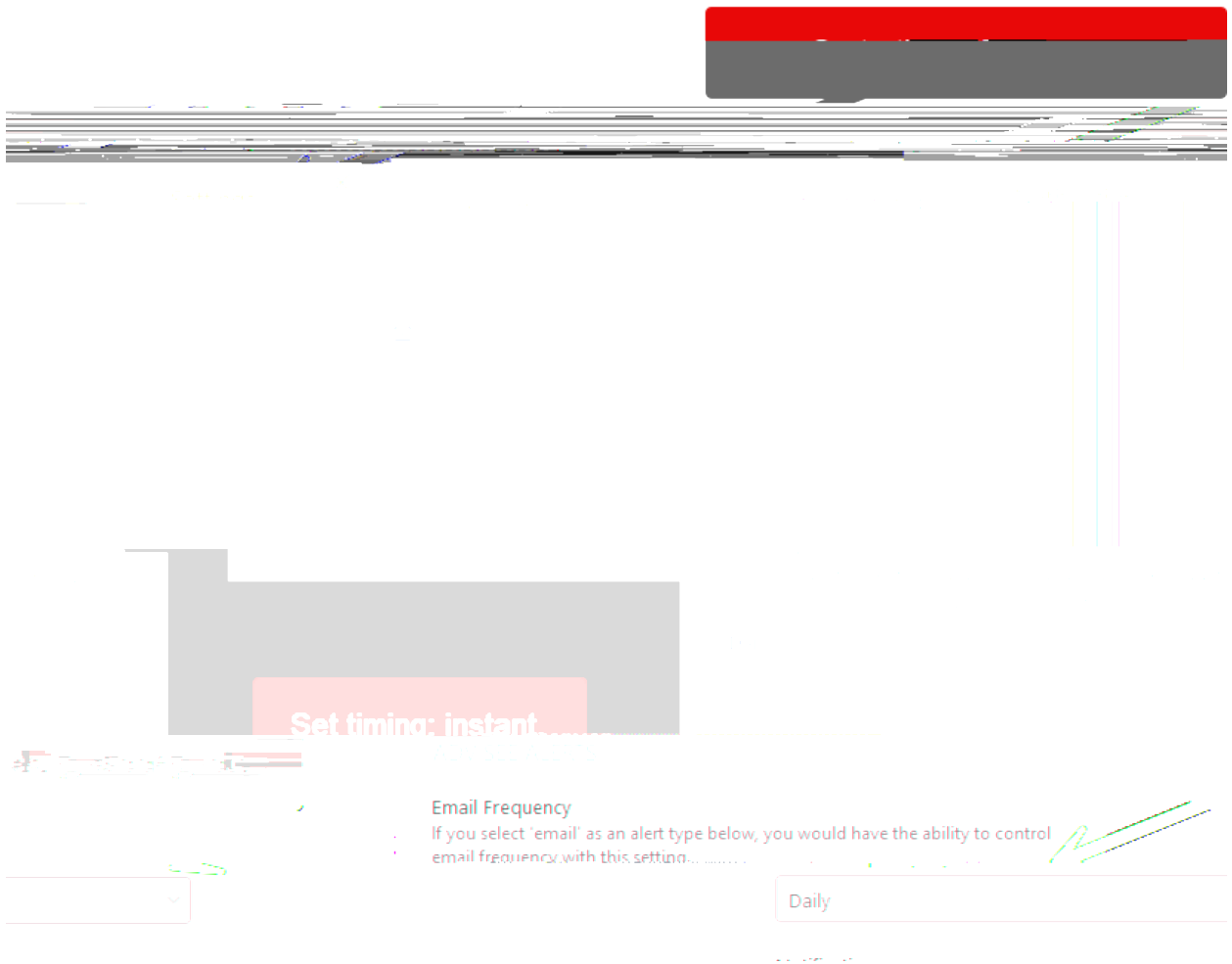
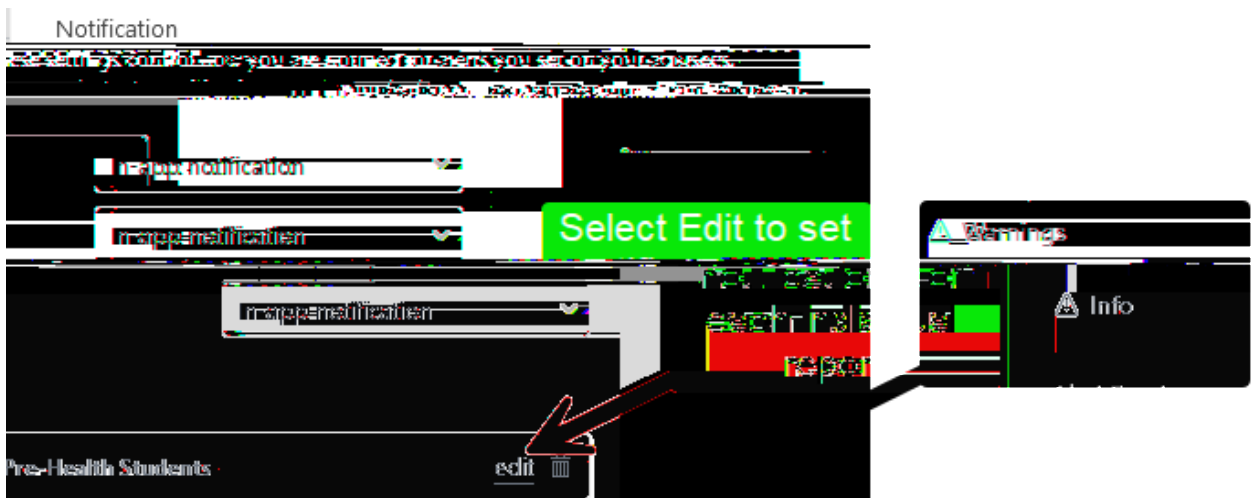


To Get Email Alerts about Changes to a Report



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



4. Set the Alert Level and Alert Warning accordingly

The image shows a screenshot of a notification settings page. At the top, it says "Notification" and "These settings control how you are notified for alerts you set on your advisees." Below this, there are three sections: "Critical Alerts", "Warnings", and "Info". Each section has a dropdown menu for notification type. The "Warnings" dropdown is highlighted in purple and has a blue arrow pointing to it from a red callout box. The "Alert Events" section is expanded, showing an event titled "Cancel Report-Pre-Hesitant Students" with an "Alert Level" of "Info" highlighted in yellow. A "Save" button is visible at the bottom of the "Alert Events" section. A blue callout box points to the "Alert Level" dropdown. A red callout box at the top right contains the text "Step 2: For that level of alert, set the notification".

Notification
These settings control how you are notified for alerts you set on your advisees.

Critical Alerts
In-app notification

Warnings
In-app notification

Info
Email

Alert Events

Cancel Report-Pre-Hesitant Students

Alert Level
Info

Save [exit editing mode](#)

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

1. Select Alert