

CURRICULOG: UPDATING EMAIL PREFERENCES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

PROCESS 2

UPDATING EMAIL PREFERENCES..... 2

CONTACT 3

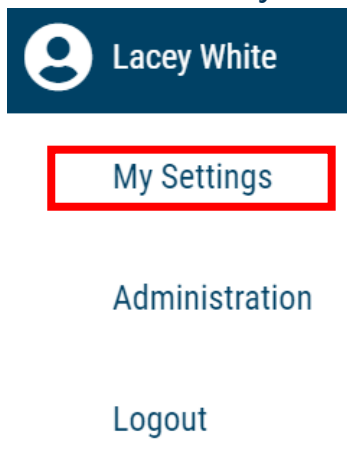
CURRICULOG: UPDATING EMAIL PREFERENCES

PROCESS

Updating Email Preferences is used to update the frequency in which you received email notifications from Curriculog.

UPDATING EMAIL PREFERENCES

1. Login to Curriculog using your AU Net ID and password.
<https://augusta.curriculog.com>
2. Hover over your name in the upper right corner and click “My Settings.”



3. Click on your name in the left menu to open up the “Account Summary” pane.



4. The last section, “User Rights,” is where you can select your email or notification settings.

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

- Can Originate Proposals
- Can Import
- System Administrator

- For Originator settings, you can choose to be notified for comments only, comments and edits only, or to receive all messages.

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- The default “Email Option” is for a Tuesday and Thursday email digest. The digest is similar to the “My Recent Notifications” area on “My Dashboard.” You can also choose to receive more frequent email notifications.
- Please note that you can log in to Curriculog and check the status of your proposal at any time, and that the email is not required to log in to the website. There isn’t an option to turn email notifications off completely.
- In “Process,” you can select to receive messages for steps you are involved in or for proposals you are involved in.
- “Signature Steps” or electronic pins are not used by AU.

Originator

Get all messages for user's proposals ▼

Email Options

T TH Email Digest ▼

Process

Send messages for proposals in which I am involved only ▼

Signature Steps

Use Electronic PINS for signature steps

Signature Pin

View Pin

Save Preferences

Cancel

5. Click the “Save Preferences” button to save any changes to “My Settings.”

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu