

How to Manage Email Notifications in PeopleAdmin

Contents

Overview	1
Process:	1

Overview

This document sets forth the process to modify email notifications that an employee receives from People Admin.

Process:

- **1.** Log into PeopleAdmin.
- 2. Change your User Group to "Employee".

User Group:	
Employee	~

3. Click "My Profile," next to your name (top right side of screen).

••••	Applicant Tr	acking System			Welcome, Marissa Johnson My Profile Help logo	ut
	U1				User Group: Faculty Employment	
	Home	Postings -	Applicants -	Hiring Proposals -	Shortcuts -	j
	/ Admin / Us	sers / Marissa Johnsor	n (maresm@exchange.uta	a.edu)		

4. Select the "Manage Emails," tab.

Applicant Tracking System			Welcome, Marissa Johnson	My Profile	Help k
UTA			User Gi	roup: Ity Employment	t
Home Postings	Applicants -	Hiring Proposals -		Shortc	uts -
/ Admin / Users / Marissa J	hnson (maresm@exchange.uta.e	du) / Manage Emails			
User: Mariss Current Status: Appro Marissa Johnson Faculty Employment Username: maresm@exchange.u Supervisor: N/A Email: marissa Johnso Phone:	a.edu Groups Applicant Applicant Review More	ver	Take Action On User 🗸		
Summary Manag	Emails Groups History	Special Handling Lists In	ternal Demographics O	rganization Hier	archy
Site Trigger Events					
Event		Template		Position Type	Opt Out?
APPLICANT - Withdrawn St	ite	STAFF - Applicant - Witho	drawn	Staff	
Email withdrawn applicant	immediately	STAFF - Applicant - Witho	drawn	Faculty	

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5. Select to opt in or out of various faculty and/or staff email notifications. Please be mindful of the notifications that you opt out of. Some may be beneficial for you to remain aware of various items in the workflows. Note that these notifications are for faculty and staff postings.



6. Scroll down and click "Update System Email Options".

Offer Letter	Student Offer Letter	all		L		
Offer Letter Completed	STAFF - Hiring Proposal Status Update	all		▼		
Note: Opting out of Position Type emails will apply to all Position Types, Staff, Faculty and Student.						
	Update System Email Options	Cancel				