Set email notifications for Staff Availability updates in the Staff Portal   Share

Issue/Question

Is there a way to have an email alert sent to me when an instructor enters time off on the staff portal?

Resolution

Enable email notifications for changes instructors make to their Staff Availability in the Staff Portal, such as adding time off, in your Organization Default Settings.

1. Go to the **Gear** icon > **Settings** > **General**.
2. Scroll down to the **Staff Availability Settings**.
3. Set **Receive Notification Emails When Changes Are Made Through The Staff Portal** to Yes.
4. Enter the email address that will receive the notifications.
5. **Save Changes**.

⚙Required Permission: Edit Settings, Logo, Announcements