

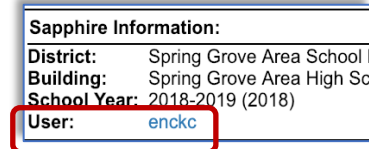
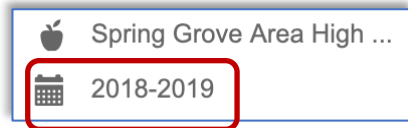
## Changing Notification Options & Accessing Previous Broadcast Messages

1. Click on your username in the top right of the screen.

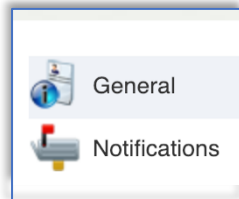
From the *Teacher Gradebook* or *Health Module*:



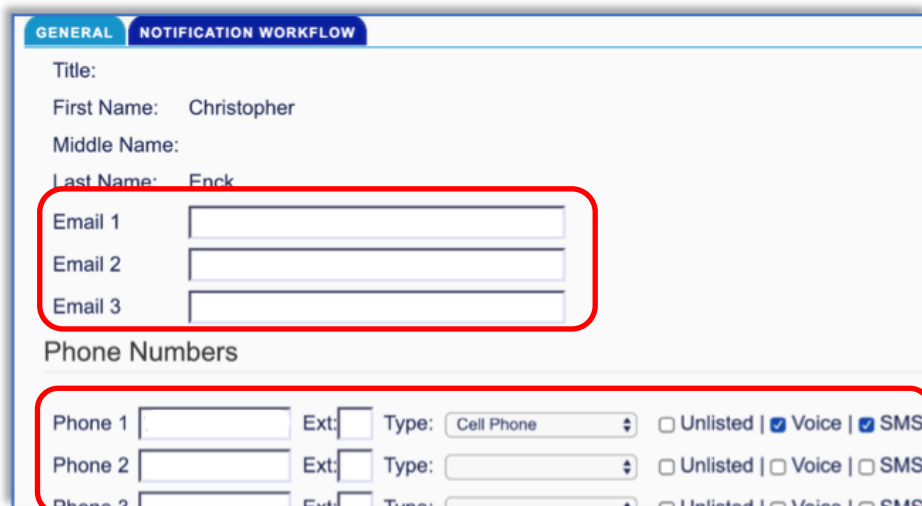
From *all other Sapphire Modules*, click on the school year, and then username:



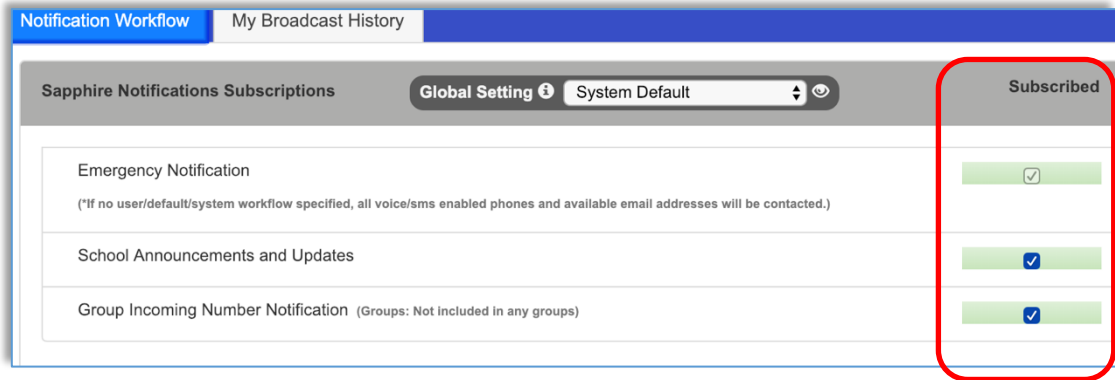
2. The next window will have two tabs; one labeled **General** or **User Personal Info**, and one labeled **Notifications**. They will look slightly different, depending on which module you use.



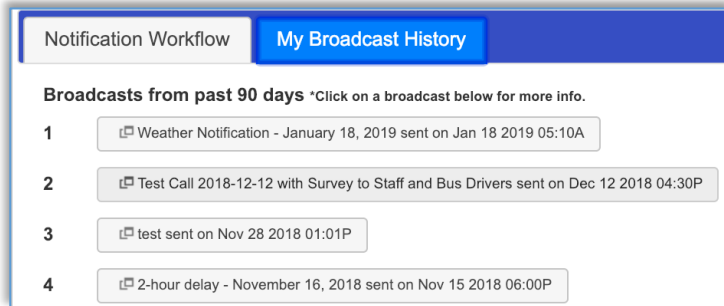
3. Under the **General** or **User Personal Info** tab, add or change email addresses and phone numbers, choose phone types, and select whether each number should receive voice calls, text (SMS) messages, or both.

A screenshot of the user profile form. The form has two tabs: 'GENERAL' and 'NOTIFICATION WORKFLOW'. The 'GENERAL' tab is selected. The form contains fields for 'Title:', 'First Name: Christopher', 'Middle Name:', and 'Last Name: Enck'. Below these are three email address fields labeled 'Email 1', 'Email 2', and 'Email 3', which are highlighted with a red rectangular box. Below the email fields is a section for 'Phone Numbers' with three rows. Each row has a phone number field, an 'Ext:' field, a 'Type:' dropdown menu, and checkboxes for 'Unlisted', 'Voice', and 'SMS'. The first row is highlighted with a red rectangular box.

4. In the **Notifications** tab, there are two additional sections:  
**Notification Workflow** - allows the user select what types of notifications to subscribe to. **\*\*Note: Weather-related calls are considered Announcements.**



**My Broadcast History** - displays all broadcasts in the last 90 days.



5. By clicking into a notification, details of the broadcast are available. **\*\*Note: As of the creation of this guide, listening to playback of the voice messages is not available.**

