

Communications preferences in Curriculog are set by the user. The settings you choose will be the settings for *both* courses and programs. There are three components of email preferences: **originator**, **email options**, and **process**. Below is a description of each setting and pages two and three have step-by-step instructions on how to view and/or change your settings.

Please note that regardless of the communication options chosen for emails, a User's dashboard will still display all notifications in real time.

Originator: This setting controls how often you will receive notifications *for proposals you have created*.

- “Receive all messages for user’s proposals”
 - You will receive notifications for all actions taken on proposals you originate.
- “Receive messages for comments only for User’s proposals”
 - You will receive notifications when there has been a comment on a proposal you originated.
- “Receive messages for comments and edits only for User’s proposals”
 - Users will receive notifications when there have comments or edits on a proposal they originated.

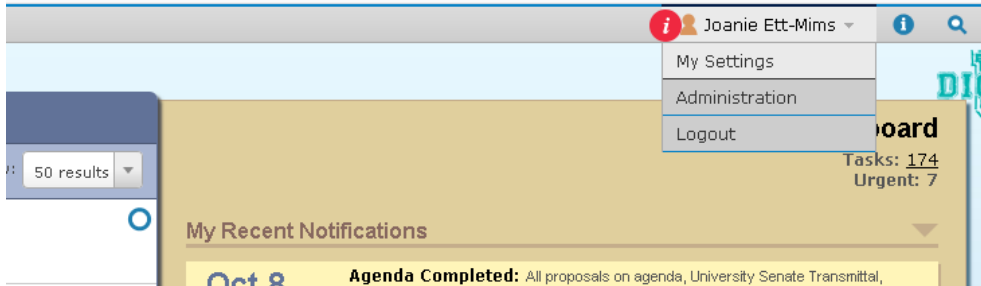
Email Options: This setting determines how often notification emails for courses AND programs will be sent. Choosing the “All Emails” option will send an email to you each time a notification is triggered. The other options will send a digest of all notifications that occurred since the last email. If you are concerned about the number of emails you received, use a digest option.

- **Weekly Email Digest**
 - Sent weekly on Monday at midnight
 - **This setting will generate the fewest emails.**
- M/W/F Email Digest (Monday, Wednesday, Friday)
 - Sent on M/W/F at midnight
- T/ TH Email Digest
 - Sent on T/TH at midnight
- Daily Email Digest
 - Sent daily at midnight
- All Emails
 - Sent in real time

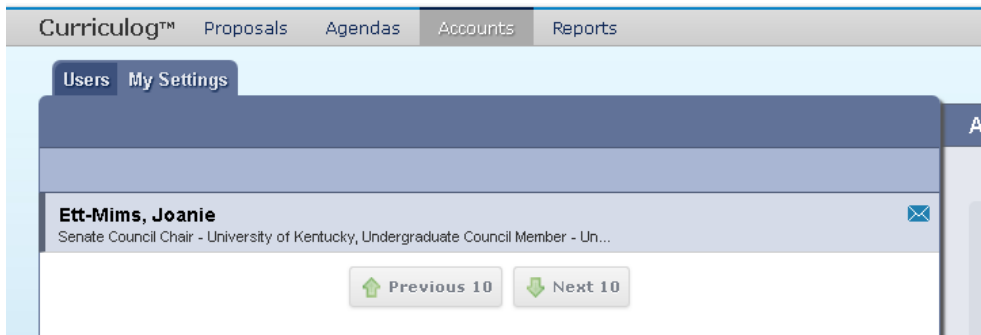
Process: This setting determines the types of notifications you receive when you are involved in the at least one approval step of a proposal. (“Involved” individuals includes chairs, deans, members of academic councils, and senators.)

- **“Send messages for the steps in which I am involved only”**
 - Be notified only for steps that you are directly a part of.
 - **This setting will generate the fewest emails.**
- “Send messages for proposals in which I am involved only”
 - Be notified for actions on *all* proposals you are involved in, even if you’re not involved on the current step.

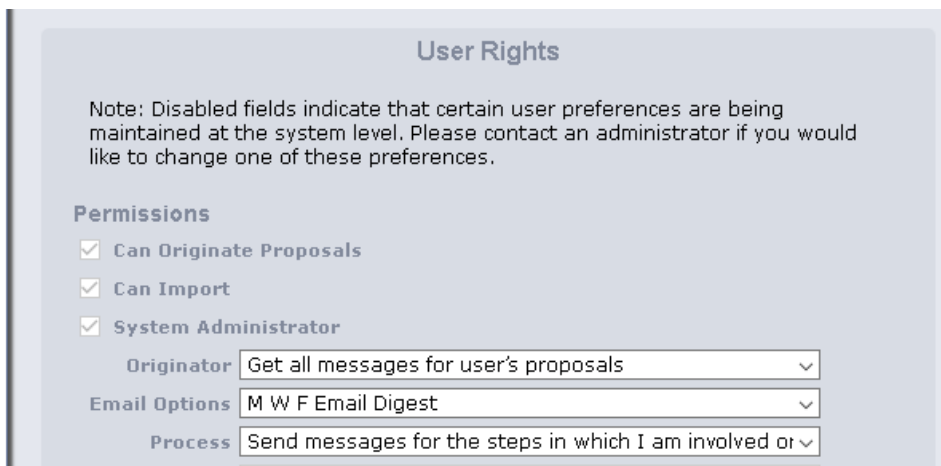
- **Step 1** Access Curriculog at uky.curriculog.com.
- **Step 2** Login using your link blue credentials.
- **Step 3** Hover over your name in the upper right corner of Curriculog and choose “My Settings” from the drop-down menu.



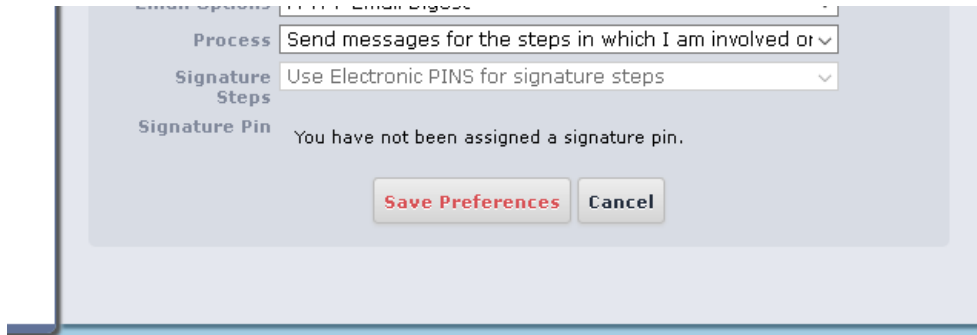
- **Step 4** Your user account will appear on the left-hand side of the screen. Click on your name, and your account summary will load on the right-hand side of the screen.



- **Step 5** Scroll to the bottom of your account summary and find the “User Rights” section. Change your settings as desired (see page 3 for an overview of the options).



- **Step 6** When your changes are complete, click “Save Preferences.”



The screenshot shows a settings form with the following fields:

- Process:** Send messages for the steps in which I am involved or
- Signature Steps:** Use Electronic PINS for signature steps
- Signature Pin:** You have not been assigned a signature pin.

At the bottom of the form are two buttons: **Save Preferences** (highlighted in red) and **Cancel**.