**Home Page/Email Preferences**

1. **NYU Connect**
   - Open the NYU Connect menu

2. **Menu**
   - Click on the arrow next to your name.

3. **Institutional Profile**
   - Click on Institutional Profile.
   - Email Notifications
   - Help
   - Logout

4. **Login Page**
   - Select the page you want to default to from the Login Page dropdown menu.
   - Options are the Default page, My Students, or Tracking.
     - If you will typically create flags, kudos or notes → Students > My Students
     - If you will typically view/manage flags, kudos or notes → Students > Tracking

Your name, login (NetID), and institution email are populated for you.

It is recommended to complete the My Biographical and the General Overview sections as this is viewed by Students.
5 Email Notifications

Go to the Email Notifications tab.

There are 2 options for emails:
- Daily at a select time;
- Weekly on a selected day and time

NOTE: If you do not receive NYU Connect email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist NYU Connect emails if this is the case.

Summary Emails

Send me a summary email of all tracking item and appointment activity:
- Daily at 2:00 am
- Weekly on Monday at 9:00 am

6 Tracking Item Notifications

Set your preferences for when you want to be immediately notified of flags, when they are raised, cleared, and/or assigned to you.

Tracking Item Notifications

Send me an immediate email whenever:  □ an item is raised  □ an item is cleared  ✔ an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Flag Rules

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>Description</th>
</tr>
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Any critical flag, marked with the ! icon will send an email immediately regardless of set preferences.