



How to Change Notifications and Subscriptions on the SELN Hub

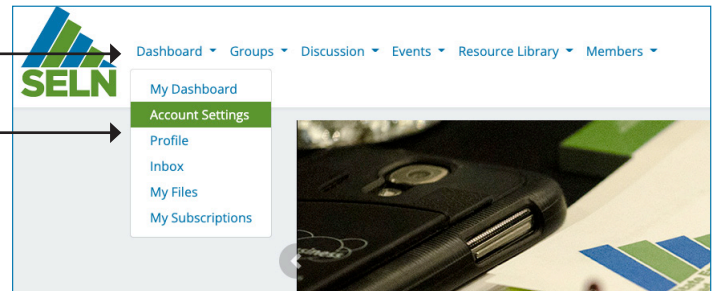
What are Notifications?

Notifications are email updates about new activity on the Hub.

Step 1:

Go to your account settings by clicking on the **Dashboard tab** on the top of the page.

Select **Account Settings** from the drop-down menu.

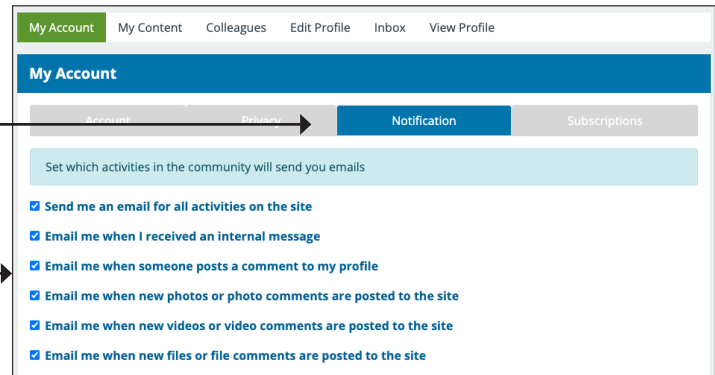


Step 2:

Click on the **Notification tab** on the top of the **My Account page**.

Click on the **boxes next to each option** to select or deselect the option. When you select an option, you will be notified about that option. Select options that are most important to you!

Once finished, scroll to the bottom of the page and click **Save Changes**.



To stay up to date on important discussions and resources, we suggest selecting the following Notifications:

- When you receive an internal message
- When you are invited or activities happen in a group space that you are a member of
- When someone posts a comment to your forum
- When someone mentions you



State Employment Leadership Network



What are Subscriptions?

Subscriptions allow you to choose how often you want to receive emails about specific areas of the Hub. For example, you can subscribe to **Forums** and receive notifications about the SELN Hub forums.

If you don't want to receive Notifications about a particular area, you can choose not to subscribe. For example, if you don't want to receive Notifications about blogs, you can choose not to subscribe to **Blogs**.

Step 1:

From the **Account Settings** screen (See Step 1 for Notifications) on the **My Accounts** page, click on the **Subscriptions** tab at the top of the page.

Select **how often** you would like to be notified about each type of activity. You can choose to be notified instantly, daily, weekly, or not at all (none).

Once finished, scroll to the bottom of the page and click **Save Changes**.

	Instant	Daily	Weekly	None
Forums				
Request a resource	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Policy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Practice	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hub Help	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Member News	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Blogs				
The SELN Blog	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Resources				
Resources	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Groups				
Manage subscriptions for Data Users' Workgroup				

To stay up to date on important discussions and resources, we suggest selecting the following Subscriptions:

- Under **Forums**, select *Daily* for **Request a resource** and **Hub Help**
- Under **Blogs** select *Weekly* for **The SELN Blog**
- Under **Resources** select *Weekly* for **Resources**

Why are Notifications and Subscriptions settings important?

Notifications and Subscriptions settings can help you stay informed! We regularly post important and awesome happenings on the Hub. Make sure your Notifications and Subscription settings help you receive updates without overly cluttering your Inbox.

How are Notifications different from Subscriptions?

Notifications - what new activities on the Hub you want to know about, and

Subscriptions - how often you want to know about them.

Adjusting settings for both are important.

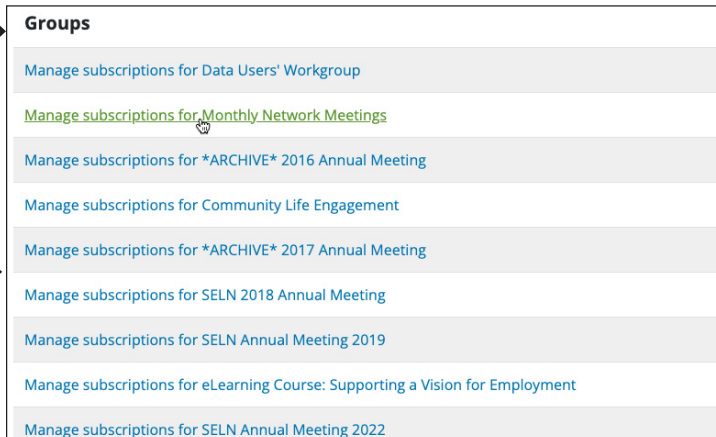
To know what settings will work the best for you and your needs, experiment by selecting to receive all Notifications and select in your Subscriptions to receive them instantly. Then you can adjust the settings as you find which Notifications and Subscriptions are most important to you.

Group-specific Notifications and Subscriptions

Each group space you join has its own Notification and Subscription settings that you can manage.

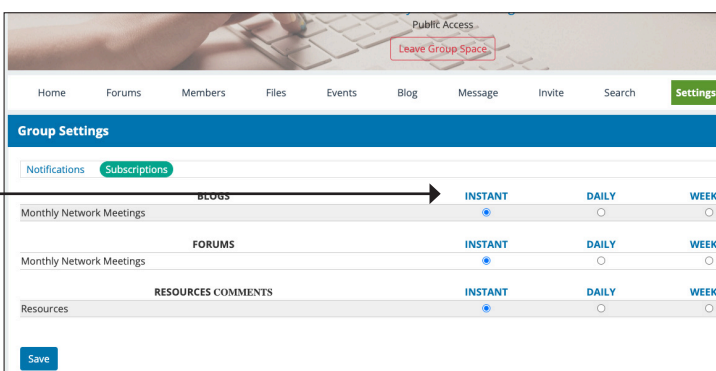
Step 1:

From the **Account Settings** screen (See Step 1 for Notifications) on the My Accounts page, click on the **Subscriptions tab** at the top of the page. Scroll down to the **Groups** section.



Step 2:

Click on a joined group to see Subscriptions specific to that group. This will take you to the **Group Settings page** for the group you select.



Step 3:

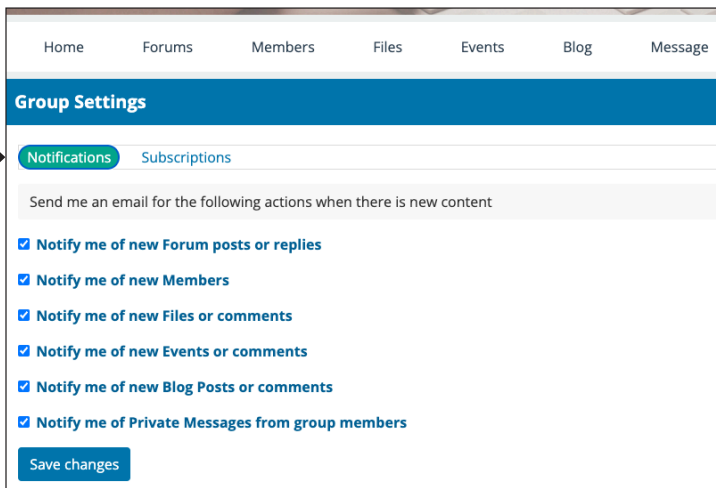
On the **Group Settings page** for the group you selected, select how often you want to be notified about each type of activity for this group.

Once finished, click **Save**.

Step 4:

To manage group notifications, click on the **Notifications tab** under the **Group Settings** header. Click on the boxes next to each option to select or deselect the option. When you select an option, you will be notified about that option. Select options that are most important to you!

Once finished, click **Save Changes**.



To stay up to date on important discussions and resources, especially for the Monthly Network Meeting group, we suggest selecting the following Subscriptions:

Subscriptions:

- Under **Blogs** select *Weekly*
- Under **Forums** select *Daily*

Notifications:

- Notify me of new **Forum** posts or replies
- Notify me of new **Blog Posts** or comments
- Notify me of **Private Messages** from group members

More Support

Visit the [Hub Help forum](#) and [Hub FAQ](#) for more basic information.

Join a [Hub Huddle](#) for virtual walkthroughs and to ask questions.

Reach out to amy.huppi@umb.edu with any questions or support.