

Updating Personal Profile and System Notifications (ISM)

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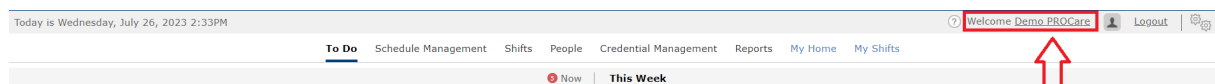


Here at **Schedulay!** we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to contact@schedulay.com.

Article: Updating Profile and System Notifications (ISM)

Process:

1. Navigate to the My Profile screen at any time by clicking on your name:



2. Within your profile, you can update your personal information as well as modify the type of notifications you would like to receive (in blue below):

The screenshot shows the 'Profile' page with the following fields and settings:

- Login Username:** procaredemo@procarehr.com
- Change Password:** [Change Password](#)
- Profile Image:**
- First Name*:** Demo
- Middle Initial:**
- Last Name*:** PROCare
- Primary Email:** contact@schedulay.com
- Retype Primary Email:** contact@schedulay.com
- ☒ **Email system notifications**
- Alternate Email:**
- Pending Approvals:** Don't notify me of new requests to be... (dropdown)
- Confirmed Approvals:** Don't notify me of approvals (dropdown)
- Schedule Changes:** Don't notify me of any schedule change (dropdown)
- Availability:** Any open shifts available (dropdown)
- Week Start Day:** Sunday (dropdown)
- Job Title:** Demo-RN
- Department:** Department 2B DEMO
- Employee #:** 555444888
- Home Phone:**
- Mobile Phone:**
- ☐ **TXT message notifications to my mobile phone**
- Notify Upcoming Shifts:** Do not notify (dropdown)
- Address 1:**
- Address 2:**
- City:**
- State:** Select one... (dropdown)
- Zip:**
- Home Page:** Select one (dropdown)

At the bottom right, there is a red arrow pointing to the asterisk (*) indicating required fields, and buttons for 'Reset' and 'Save'.

3. To enroll in app notifications, update the login information on your phone settings. The best way to receive critical updates!

For any additional questions, please contact Schedulay! at contact@schedulay.com and we would be more than happy to assist!