Managing your Email Notifications

As a default, user accounts are set to automatically receive system generated email messages when certain trigger events happen. For example, if you are a DRL (Department Recruit Liaison) and you initiate a posting that is transitioned to HR for approval, this action will trigger an email or system event.

Another example, of a trigger event is if a user requests a password reset. This action will trigger the system to send email notification of the password reset to the user.

By following the steps below, the user can select which generated email notifications they choose to receive and which ones they no longer want to receive.

Click on My Profile Tab

Open the Take Action on User menu and then select Manage System Emails

For each notification type (Event column), you will receive a system generated email if the Opt Out is box is not checked

Summary | **Manage Emails**

System Events

Event	Template	Position Type	Opt Out?
New User Approved	System User Account Approved	—	☐
Standard Posting Transition	Posting Status Update	—	☐
Share Posting	Email to A Friend	—	☐
Job Application Submitted	Application Submitted	—	☐
Search Committee Member Assigned	Search Committee Member Account Notification	—	☐
Search Committee Chair Assigned	Search Committee Chair Assigned	—	☐
Search Committee Member Account Created	Search Committee Member Account Created	—	☐
Password Reset Requested For HR Account	Password Reset Request	—	☐
Password Reset Requested For Applicant Account	Applicant Password Reset Request	—	☐
Notify Applicant to Revisit Application	Notify Applicant to Revisit Application	—	☐
Guest User Enabled	Guest User Account Notification	—	☐
Applicant Requests Username Reminder	Applicant User Name	—	☐
Share Pool	The pool has been posted	—	☐
Pool Closed	The pool is now closed	—	☐
Standard Action Transition	Action Status Update	—	☐
Position Description Created	Position Description was created	—	☐
Position Description Updated	Position Description has been updated	—	☐
Hiring Proposal Transition	Hiring Proposal Status Update	—	☐
Employee Seated In Position	Employee has been seated in the position description	—	☐
Applicant Request for Classified and University Staff	Reference Request	—	☐
Applicant Request for Faculty	Reference Request	—	☐
Applicant Request for Research Faculty	Reference Request	—	☐
Applicant Request for Temporary	Reference Request	—	☐

Position Type Events

Event	Template	Position Type	Opt Out?
Employment Task Assigned	Employment Task Assigned	all	☐
Employment Task Completed	Employment Task Completed	all	☐
Employment Task Reminder	Employment Task Reminder	all	☐
Reference Letter Reminder from Applicant	Reference Reminder	all	☐
Reference Letter Confirmation to Reference Provider	Reference Confirmation to Reference	all	☐

To stop receiving the email, select the events you do not want to receive notice and click the Opt Out box. Select each box if you do not want any email notifications sent.

*If you decide at a later time you want to start receiving the notification, uncheck the Opt Out box

| | Summary | **Manage Emails** |

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Share Posting	Email to A Friend	—	☐
Job Application Submitted	Application Submitted	—	☐
Search Committee Member Assigned	Search Committee Member Account Notification	—	☐
Search Committee Chair Assigned	Search Committee Chair Assigned	—	☐
Search Committee Member Account Created	Search Committee Member Account Created	—	☐
Password Reset Requested For HR Account	Password Reset Request	—	☐
Password Reset Requested For Applicant Account	Applicant Password Reset Request	—	☐
Notify Applicant to Revisit Application	Notify Applicant to Revisit Application	—	☐
Guest User Enabled	Guest User Account Notification	—	☐
Applicant Requests Username Reminder	Applicant User Name	—	☐
Share Pool	The pool has been posted	—	☐
Pool Closed	The pool is now closed	—	☐
Standard Action Transition	Action Status Update	—	☐
Position Description Created	Position Description was created	—	☐
Position Description Updated	Position Description has been updated	—	☐
Hiring Proposal Transition	Hiring Proposal Status Update	—	☐
Employee Seated In Position	Employee has been seated in the position description	—	☐
Applicant Request for Classified and University Staff	Reference Request	—	☐
Applicant Request for Faculty	Reference Request	—	☐
Applicant Request for Research Faculty	Reference Request	—	☐
Applicant Request for Temporary	Reference Request	—	☐

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Reference Letter Reminder from Applicant	Reference Reminder	all	☐
Reference Letter Confirmation to Reference Provider	Reference Confirmation to Reference	all	☐
Reference Letter Confirmation to Applicant	Reference Confirmation to Applicant	all	☐
Standard Posting Transition	Posting Status Update	all	☐
Search Committee Member Assigned	Search Committee Member Account Notification	all	☐
Search Committee Chair Assigned	Search Committee Chair Assigned	all	☐
Search Committee Member Account Created	Search Committee Member Account Created	all	☐
Job Application Submitted	Application Submitted	all	☐
Pool Closed	The pool is now closed	all	☐
Pool Posted	The pool has been posted	all	☐
Standard Action Transition	Action Status Update	all	☐
Position Description Created	Position Description was created	all	☐
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Employee Seated In Position	Employee has been seated in the position description	all	☐

Note: Opting out of Position Type emails will apply to all Position Types, Classified and University Staff, Faculty, Research Faculty and Temporary.

Update System Email Options   Cancel

Note: On the Position Type Events emails, if you opt out it applies to ALL position types

For additional assistance, you may contact jobsatcuhelp@cu.edu