

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

The screenshot shows the PeopleAdmin interface for a user named 'Train 1'. The navigation menu at the top includes 'Home', 'My Profile' (circled in red), and 'Help'. The user's current status is 'Approved'. The profile details include:

- Train 1**
Employee
Username: Train1
Supervisor: N/A
Email: jobsatcuhelp@cu.edu
Phone:
- Groups**
Faculty Position Approvals
DRL/PPL
More...

Below the profile details, there are tabs for 'Summary' and 'Manage Emails'. The 'User Details' section is active, showing account information in a table:

Field	Value
Username	Train1
First Name	Train
Last Name	1
Email	jobsatcuhelp@cu.edu
Employee Id	
Org Unit Ids	University of Colorado

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

The screenshot shows the PeopleAdmin interface for the University of Colorado. The user 'Train 1' is selected, and the 'Take Action on User' menu is open. The 'Manage System Emails' option is highlighted with a red circle. Below the menu, the 'User Details' section is visible, showing account information for 'Train 1'.

User: Train 1
Current Status: Approved

Train 1
Employee
Username: Train1
Supervisor: N/A
Email: jobsatcuhelp@cu.edu
Phone:

Groups
Faculty Position Approvals
DRL/PPPL
More...

Take Action on User

- ITEM ACTIONS
- Edit Profile
- Request Group Change
- Manage System Emails**
- Reset Password
- Manage User Documents

Summary | [Manage Emails](#)

User Details [Edit](#)

Account Information

Username	Train1
First Name	Train
Last Name	1
Email	jobsatcuhelp@cu.edu
Employee Id	
Org Unit Ids	University of Colorado

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

Position Type Events

Event	Template	Position Type	Opt Out?
Employment Task Assigned	Employment Task Assigned	all	<input type="checkbox"/>
Employment Task Completed	Employment Task Completed	all	<input type="checkbox"/>
Employment Task Reminder	Employment Task Reminder	all	<input type="checkbox"/>
Reference Letter Reminder from Applicant	Reference Reminder	all	<input type="checkbox"/>
Reference Letter Confirmation to Reference Provider	Reference Confirmation to Reference	all	<input type="checkbox"/>

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

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Manage Emails

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Search Committee Chair Assigned	Search Committee Chair Assigned	—	<input type="checkbox"/>
Search Committee Member Account Created	Search Committee Member Account Created	—	<input type="checkbox"/>
Password Reset Requested For HR Account	Password Reset Request	—	<input type="checkbox"/>
Password Reset Requested For Applicant Account	Applicant Password Reset Request	—	<input type="checkbox"/>
Notify Applicant to Revisit Application	Notify Applicant to Revisit Application	—	<input type="checkbox"/>
Guest User Enabled	Guest User Account Notification	—	<input type="checkbox"/>
Applicant Requests Username Reminder	Applicant User Name	—	<input type="checkbox"/>
Share Pool	The pool has been posted	—	<input type="checkbox"/>
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Reference Letter Confirmation to Reference Provider	Reference Confirmation to Reference	all	<input type="checkbox"/>
Reference Letter Confirmation to Applicant	Reference Confirmation to Applicant	all	<input type="checkbox"/>
Standard Posting Transition	Posting Status Update	all	<input type="checkbox"/>
Search Committee Member Assigned	Search Committee Member Account Notification	all	<input type="checkbox"/>
Search Committee Chair Assigned	Search Committee Chair Assigned	all	<input type="checkbox"/>
Search Committee Member Account Created	Search Committee Member Account Created	all	<input type="checkbox"/>
Job Application Submitted	Application Submitted	all	<input type="checkbox"/>
Pool Closed	The pool is now closed	all	<input type="checkbox"/>
Pool Posted	The pool has been posted	all	<input type="checkbox"/>
Standard Action Transition	Action Status Update	all	<input type="checkbox"/>
Position Description Created	Position Description was created	all	<input type="checkbox"/>
Position Description Updated	Position Description has been updated	all	<input type="checkbox"/>
Hiring Proposal Transition	Hiring Proposal Status Update	all	<input type="checkbox"/>
Employee Seated In Position	Employee has been seated in the position description	all	<input type="checkbox"/>

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