## **Turn On Supervisor Notifications**

## KN@WLEDGE**LINK**

Follow the steps below to turn on Supervisor notifications when employees enroll in scheduled offerings. NOTE: The notification will go to the manager listed in Knowledge Link. This may not always be accurate, especially if the employee is University staff or faculty.

- 1. In Learning Administration, open the class.
- 2. Click Details.
- 3. Scroll to the bottom and change both Email Confirmation Actions to Yes, then click Save.

Class Search   Critical Care Course - UPHS   2783989    Details Email Notifications Registrations Seat Reservations Agenda Special Requests Libraries Contacts Materials Document Links Personnel Confirmation for Admin-Initiated Actions    Email Confirmation for Admin-Initiated Actions <ul> <li>Yes</li> <li>No</li> <li>Yes</li> <li>No</li> </ul> Email Confirmation to the Contacts:   Email Confirmation to the Contacts:   Preside Confirmation to the Contacts:   Email Confirmation to the Contacts:   Email Confirmation to the Contacts:   Preside Confirmation to the Contacts:   Email Confirmation for User-Initiated Actions	This step ensures that the manager notification will be sent when the employee self-enrolls or when the manager enrolls their employee.
Email confirmation to the User:     Email confirmation to the Manager:     Email confirmation to the Instructor:          • Yes        No         • Yes        No         No	This step
Email confirmation to the Contacts: Ves  No Registration Settings	ensures that the manager notification will be sent when
Minimum Enrollments: Registration Status:	the employee is
1000 45 16 of 45 enrolled, 0 waitlisted	enrolled by an
User can Self-Register: Manager can Register Others: User can Waltlist:	administrator.

4. NOTE: Once the changes are made, go to the **Agenda** section and click **Resend Registration Email Notifications** if desired.

Class	Search	Actions $$			
Critical Care Course - UPHS					Send Email Notification
2783989				Resend Registration Email Notifications	
< is	Agenda Special Requests Libraries	Notify Instructors			
		View Roster			
Agenda					Initiate Surveys
	Title	Primary Location	Primary Instructor	Time Slots	Add to Learning History
	✓ Mon 9/7/2020				Close
	08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN		Cancel
	✓ Tue 9/8/2020				Сору
	08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN		Delete