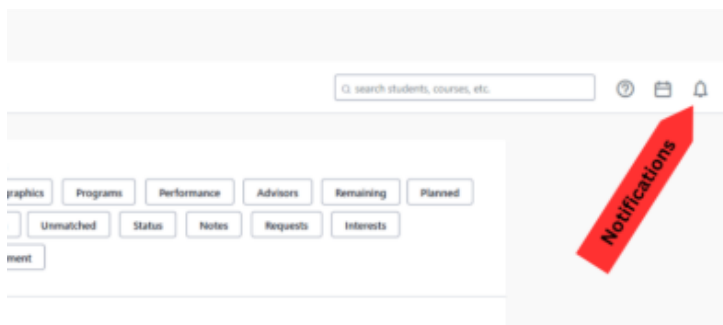


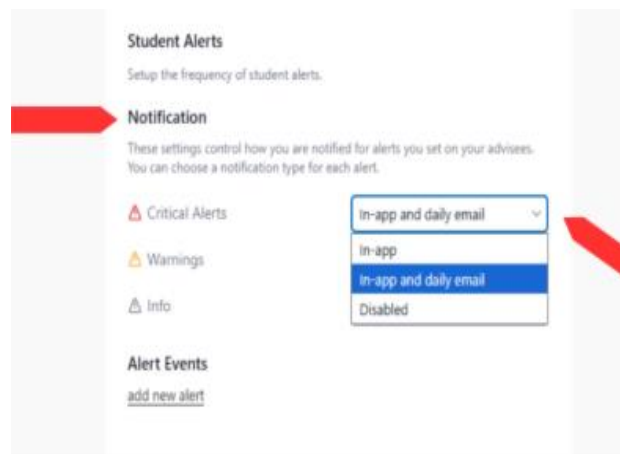
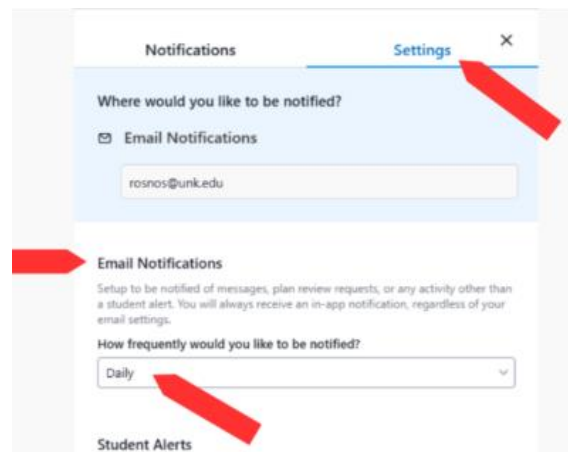
Setting Up Academic Alert Notifications

This guide walks through the steps for setting up Stellic notifications. Enabling these alerts provides an easy way to stay up to date on alerts related to your advisees and makes engaging with alerts more seamless and straightforward.

1. Log in to Stellic. Stellic.unk.edu
2. Click on the bell icon next to your profile picture.



3. Open the settings tab.
4. Under **Email Notifications**, choose how often you want to receive alert emails: daily or instantly. We recommend setting it as *instant*.



5. Under **Notification**, you will see three types: Critical Alerts, Warnings, and Info.

6. Select how you want to receive each type. We recommend setting all types to **in-app and daily email**.

Advisors will now receive an email when an advisee receives an academic alert, with a direct link to the report. Additionally, instructors can view and interact with all of their students' notes. For questions, contact Sarah Rosno at rosnos@unk.edu.