## **Adjusting Grantee Notification Preferences in GrantSolutions**

Grantees may adjust their notification preferences to include as many or few alerts as possible. The notifications occur when a change to an award, report, note, or additional status is initiated from either the grantor or grantee in GrantSolutions (GS). An email alert is sent to the grantee and grantor's email address and includes a hyperlink which allows the user to directly navigate to the affected area of GS. You should receive an email for any and all notifications entered through GS. If you do not receive these emails, please check your spam folder.

1. Navigate to the 'Account Management' menu and select 'Notification Preferences'

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2. On the Notification Preferences page you may select or deselect your preferred notification choices. Click 'Save' to complete your selection.

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