

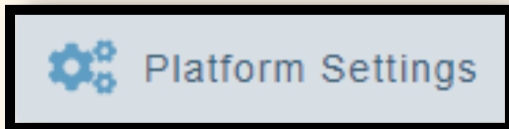
# ROADCONNECT™

BY LINDSAY

## QUICKSTART GUIDE - CHANGE NOTIFICATIONS

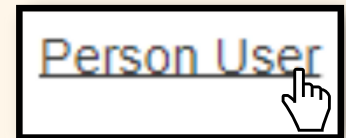
### 1 Navigate to 'Platform Settings'

After logging into RoadConnect, go to 'Platform Settings' on the left hand side.



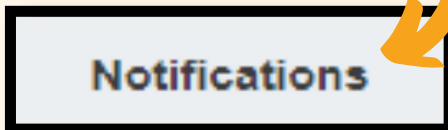
### 2 Select Specific User

Click on the name of the user you want to update notifications for.



### 3 Click Notifications tab

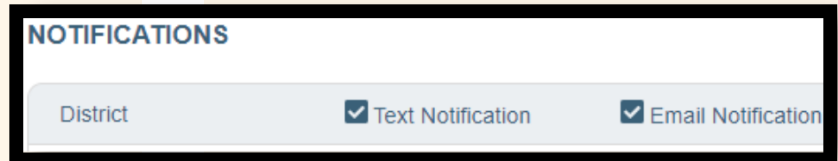
At the top, click the 'Notifications' tab



### 4 Select Notification Preferences\*

Based on the various Districts that have been created within the organization, you can pick between Text and Email notifications for each District.

\*Only Admins can change Notification preferences for new and existing users.



### Need more info?

Check out our other QuickStart Guides for more information on:

- Adding new users
- Changing notifications
- Creating districts
- and more!



### Share your feedback!

Your 'User Profile' (click your initials in the top right corner) has a section for feedback - share your thoughts with us!

