

USER GUIDE

How to update notification method

Step one – Sign in and navigate to ‘Manage users and notifications’ screen

As an admin user, you will be able to update your organisation’s notification method.

Simply click on ‘Manage users’ on the menu.

Step two – Review current details and click ‘Update’

Once you’ve navigated to the ‘Manage users and notifications’ screen, you’ll see a your notification details at the top of the page under the page banner.

If your organisation has multiple roles in mySkillsSA, you will see notification details for each role.

To update, click on ‘Update’ button.

Step three – Choose a person or group email

The ‘Update notification’ screen will appear providing you with two options. You can either select a person to be the contact point, receiving all notifications or you can provide an organisation or group contact.

To select a person as the notification contact, tick the box next to the person’s name in the list provided. For larger organisations, you can search for a person by entering their name in the search box provided.

If you would like to make a person the notification contact and they’re not listed, exit out of the ‘Update notification’ screen and add user as per the ‘Manage users’ process.

To select a group email as the notification contact, tick the box next to ‘Add organisation, division or group contact’. The list of contacts will hide and you will be able to add the information for a group email into the boxes provided.

What do I put in the ‘Name’ box? Type in a name for the group or team that will be receiving notifications.

Step four – Check the details

Once you’ve provided all the information required, click on the ‘Continue’ button. This will take you to the screen where you can check the details.

Step five – Update

If you're confident with the details provided, click 'Update'.

All notifications related to your organisation's role will be sent to the details you have provided.

For organisations with multiple roles, you will need to update the role for each role type.