

Notification preferences in GMAS allow an individual to opt in or out of certain GMAS notifications. At this time, there are only two notifications that can be opted in or out of. Over time, GMAS will introduce additional options. This job aid will be updated as additional items are added.

How do I navigate to a person's notification preferences?

To navigate to your notification preferences in GMAS, you can:

1. Select your name from the global navigation bar at the top of the GMAS homepage, and then select "Notification preferences" from the menu options.
2. Select "Notification preferences" from the left navigation menu from your person profile page.

To navigate to someone else's notification preferences in GMAS, you can

1. Navigate to the individual persons profile page by selecting "People" from the global navigation bar at the top of the GMAS homepage, and then search for the person. From their person profile, select "Notification preferences" from the left navigation menu.
 - a. Note that inactive HUID profiles and non-HUID profiles will not have this option from the person profile since these person records are not able to receive GMAS notifications.

How do I update my notification preferences?

Individuals are only able to update notification preferences for themselves. To update your notification preferences in GMAS:

1. Navigate to your notification preferences page in GMAS (select your name from the global navigation menu at the top of the GMAS homepage, and then select "Notification preferences" from the menu options).
2. Select the <Edit> button at the top of the screen.
3. In the modal, use the on and off toggles to set the notification preference for the notification types you wish to update and then select <Save>.
4. Saving the preferences will update your preferences immediately and apply the next time the notification is triggered in GMAS.

What notifications can I opt in and out of?

There are currently only two notifications that can be opted in and out of in GMAS. They are the Daily digest, and the Weekly digest. For more information about these digest notifications, please visit the [GMAS Daily and Weekly Digest job aid](#).