

How to Change Your Early Alert Email Notification Preferences in Starfish

1. Log in to [Starfish](#) (access via Canvas).
2. Click on the bars in the Upper left-hand corner on the Starfish site.



3. Click on your name.
 4. Click on **Email Notifications**.
- Email Notifications
5. Scroll down to the **Summary Emails** and **Tracking Item Notification** sections and select your email preferences. If you uncheck all of the boxes in these sections, you will not receive Starfish emails.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

- Daily at 7:00 am
- Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

6. Click **Submit** on the bottom right-hand corner of the screen.

Please note: You will still receive Starfish emails when a student submits an exam request through Starfish to take an exam with Disability Services or the Testing Center regardless of your notification preferences.

For information on how to Track a flag that you have submitted, visit the [Faculty Resource Center's website](#) and view the **How to Track a Flag in Starfish** guide.