

ESS – Account Alerts

1. **Account Alerts** – The Account Alerts feature is an optional security measure that employees can utilize to receive automatic notifications when specific portal (ESS) applications are accessed or updated. Employees can customize the applications for which they want to receive notifications as well as the method(s) for receiving such notifications. Employees can opt to receive notifications via text messages, personal email, and/or State System work email.

IMPORTANT: If checkmark boxes appearing under *Text Message* and/or *Personal Email* are not maintainable as shown in this example, the employee has not provided a mobile number and/or a personal email address.

The screenshot shows a 'Manage Notification' form with a table of notification preferences. A green rounded rectangle highlights the 'Text Message' and 'Personal Email' columns, with green arrows pointing to the unchecked checkboxes in the 'Logon' row. The 'Work Email (State System)' checkbox is also unchecked.

Applications	Text Message	Personal Email	Work Email (State System)
Logon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In order to receive text message and/or personal email account alerts, employees must maintain this information under *Address and Contact Information*.

The screenshot shows the 'Permanent Address' form with a 'Change Contact Information' button. The form displays contact details for a user in Mechanicsburg, PA. The 'Mobile Phone' and 'Personal E-Mail' fields are highlighted in green. The 'Primary Contact' checkbox for the mobile phone is checked, while the 'Unlisted Number' checkbox is unchecked.

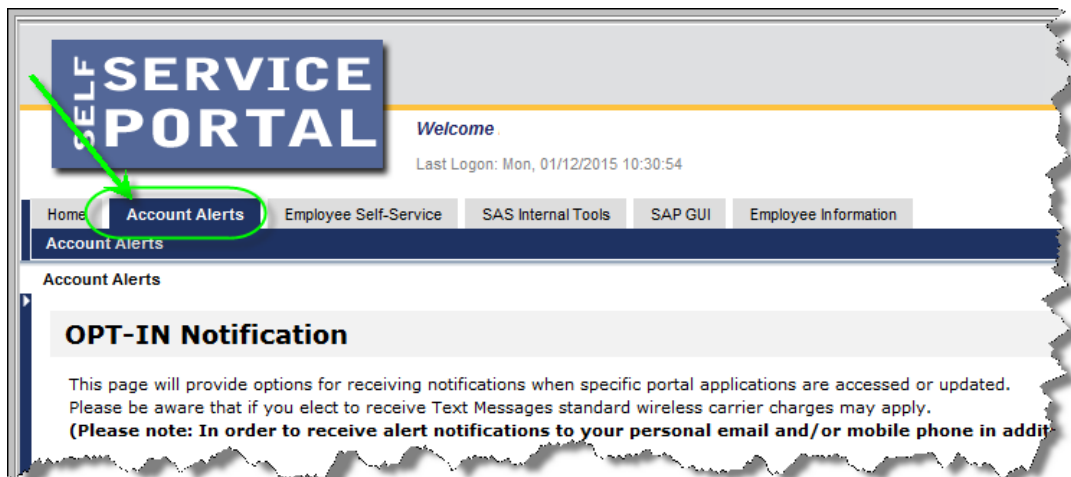
Permanent Address		Primary Contact	Unlisted Number
Change Contact Information			
Country:	USA		
Street Address:	1 Front Street		
City:	MECHANICSBURG		
State:	Pennsylvania		
County:	CUMBERLAND		
ZIP Code:	170503801		
Home Phone:	717-412-2233	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone:	***_**_****	<input checked="" type="checkbox"/>	
Work Phone:	717-703-0000	<input type="checkbox"/>	
Personal E-Mail:	*****@*****.***		

For help setting up this information, please refer to the ESS help document *Address and Contact Information*.



Setting Account Alerts

1.1. From the Self Service Portal menu, select *Account Alerts*.



- 1.2. The *OPT-IN Notification* screen will appear. On the left-hand side of the menu, the *Applications* for which alerts are available are listed. Employees simply decide which applications for which they would like to receive automated notifications and place a checkmark under the corresponding method of notification(s) they desire. For example, if the employee wants to receive notification by text message, personal email, and work email any time a change is made to *Direct Deposit/Bank Information*, the employee simply has to place a checkmark in each of the corresponding boxes.

The screenshot displays the 'Manage Notification' interface. It features a table with three columns for notification methods: 'Text Message', 'Personal Email', and 'Work Email (State System)'. The 'Text Message' and 'Personal Email' headers are circled in green. The 'Direct Deposit / Bank Information' row has checkmarks in all three columns, with green arrows pointing to each checkmark. A 'save' button is located at the bottom left.

Applications	Text Message	Personal Email	Work Email (State System)
Logon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit / Bank Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family / Related Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

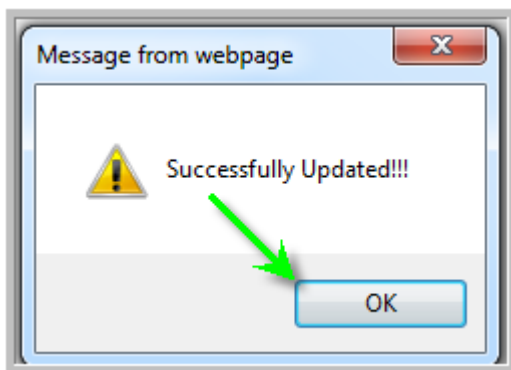
save

1.3. Employees can elect as many different alerts as they want to receive. Once finished making elections, select the Save button.

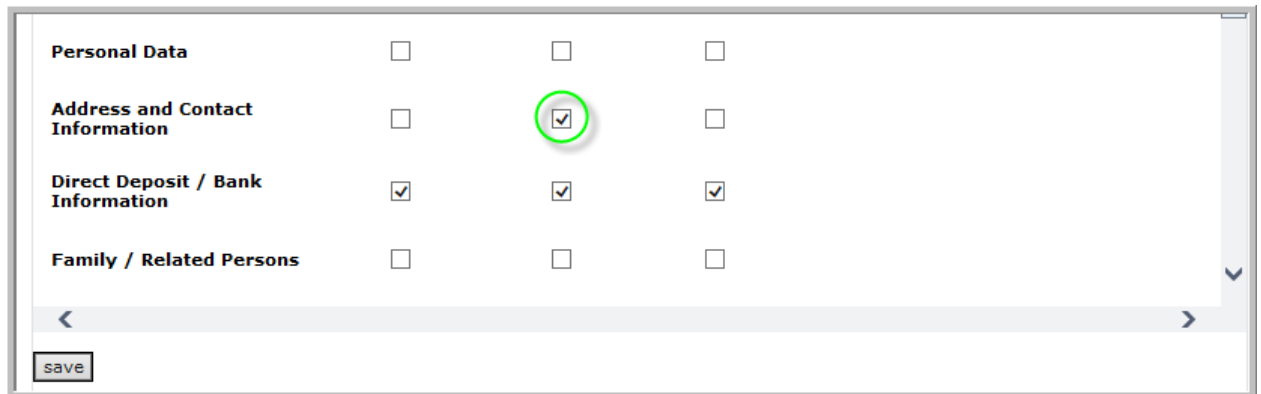
Personal Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address and Contact Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Direct Deposit / Bank Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family / Related Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

save

1.4. The following message will appear to indicate that the account alert options have been saved. Select OK to return to the *Account Alerts*



- 1.5. The setup of *Account Alerts* is now complete. If removing a notification is desired, simply click on the notification to be removed.

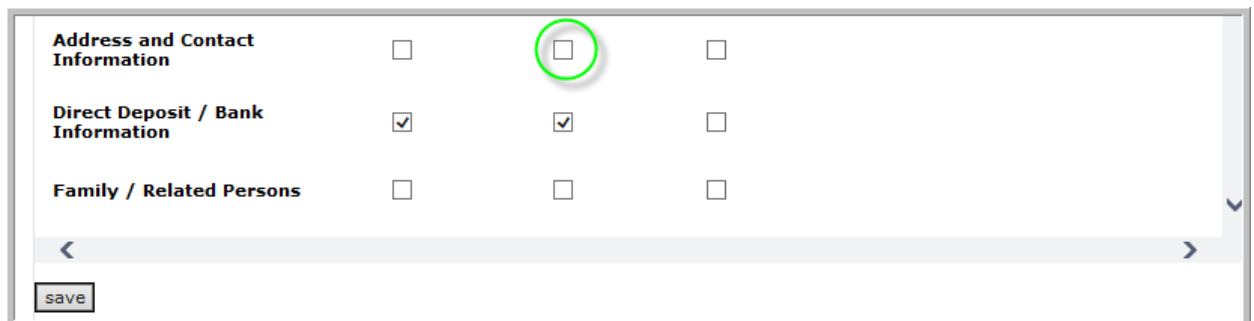


Personal Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address and Contact Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Direct Deposit / Bank Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family / Related Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< >

save

- 1.6. The checkmark will be removed. Select the Save button to capture the change(s).



Address and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit / Bank Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family / Related Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< >

save

- 1.7. The following message will appear to indicate that the account alert options have been saved. Select *OK* to return to the *Account Alerts*.

