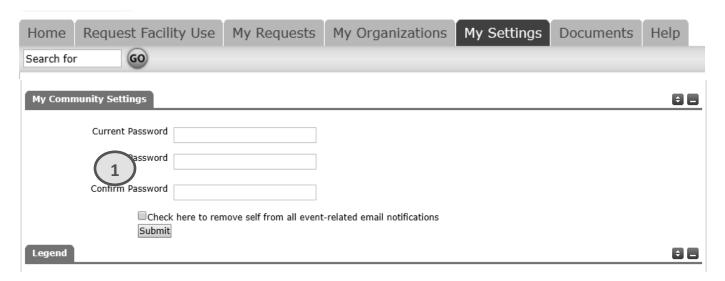# HOW TO RE-ENABLE SYSTEM NOTIFICATIONS FOR AN ACCOUNT

Q. *WHY DID I NOT RECEIVE NOTIFICATION THAT MY ACCOUNT/REQUEST TO USE A SCHOOL WAS APPROVED OR DECLINED?*

A. When registering your account, did you specify that you did not want to receive system correspondence? If so, you will need to reactivate the ability to receive emails. This can be completed by logging into your account and navigating to the "My Settings" tab.

1. Verify that the checkbox next to "*Check here to remove self from…notifications*" is NOT checked. If it is checked, click the box to uncheck it and click on the "Submit" button.

Please note the system is not retroactive, so you will not receive email notifications for requests that have already been processed. If you discover the box is not checked, or even after unchecking the box you still do not receive notifications for future requests, please contact Risk Management and Security Services at 703-791-7435 or email minortd@pwcs.edu.