

## E-mail Notifications

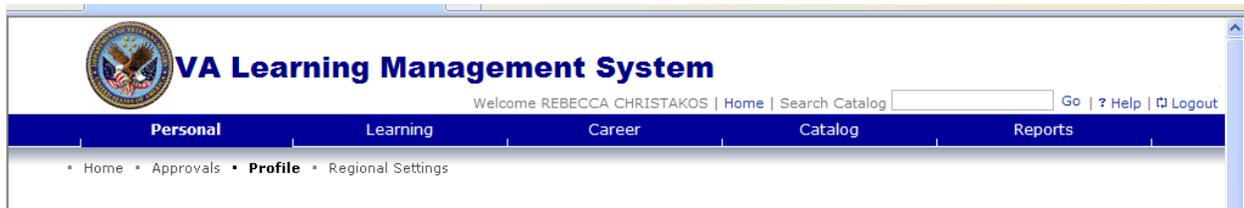
VA LMS automatically generates e-mails to remind you and your supervisor of upcoming VA training requirements. This e-mail usually contains the following:

**Your User Name** has a requirement for VA Online Travel Card Training for Curriculum DVA-007 due on 3/31/08.

These training reminder notifications are mandatory. However, you can also choose to receive other types of automatic e-mail notifications as well! There are three types of additional e-mail notifications that you can request to be automatically sent to your e-mail account:

- Notification when an Item is assigned to your Learning Plan. (these assignments are made by your supervisor or at a system-wide level)
- Notification when an Item has been modified on your Learning Plan
- Notification when an Item is removed from your Learning Plan

To set preferences for the type of notifications you receive, select the “Profile” option under “Personal” on the main blue navigation bar.



Scroll to the bottom of the Profile page and use the boxes to select which type of notification you would like to receive.

