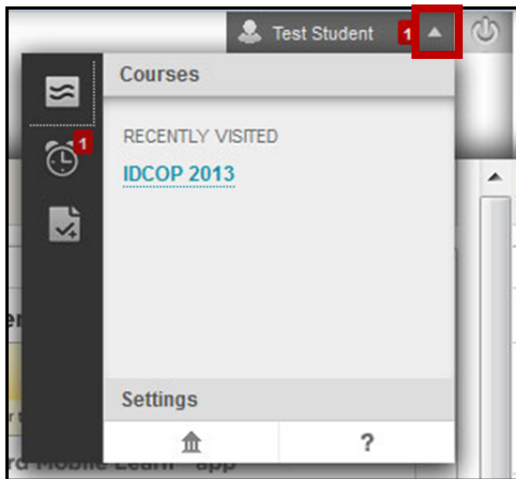




Where do I see which email address is used for clickUP notifications and email?

1. Select the **Global Navigation** arrow to display the menu below.



2. Click on **Settings**
3. Click on **Edit Notification Settings**
4. Click on any of the modules that you are registered for. This is where you will see the email address.

Current Notification Setting: BPZ 220 S2 2012

Current notification settings for this course are displayed below. Change settings by selecting or clearing boxes adjacent to each type of notification. Higher-priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.

Cancel Submit

1. Notification Destinations

Mobile	u012345678
Email	u012345678@tuks.co.za

2. Settings

<input checked="" type="checkbox"/> On/Off	Notification	<input type="checkbox"/> Dashboard	<input checked="" type="checkbox"/> Mobile	<input type="checkbox"/> Email
<input checked="" type="checkbox"/>	Announcement Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you would like to change the address, do the following

Lecturers:

You have to change this in the UP Portal. Take the following steps:

1. UP Portal - Staff
2. Look for the Human Capital Management (HCM) System portlet
3. Click on **Self Service for Personnel** (Leave, claims, personal info, etc)
4. Click on **Personal Info Summary**
5. Click on the fourth button on top - **Contact information**

6. Click on **Change Email Addresses**
7. Click on **Check Preferred email**
8. Click on **OK**
9. You will receive a message: Email Addresses, Save Confirmation, The Save was successful.

Students:

If you do not want to receive your email there, follow the steps to forward the email notifications to another address using the How students can update their email addresses fact sheet (Go to the clickUP Help site - <http://www.click.up.ac.za/new/> ; click on **Help for students**; click on **New Tuks GMAIL: how to update your email address? (Updated)**).