

How to Set Up Email Notifications in UAccess Financials

Step 1: Connect to UA VPN (if off-campus)

If you're working off-campus, you must first connect to the UA VPN:
UA VPN Access: <https://vpn.arizona.edu>

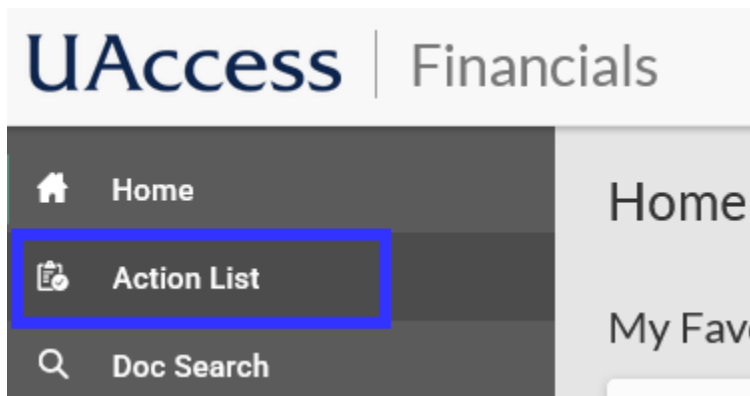
Step 2: Log in to UAccess Financials

Go to the UAccess Financials login page: <https://financials.uaccess.arizona.edu/kfs/>
Log in using your NetID and password.

Step 3: Access Your Action List

Once logged in:

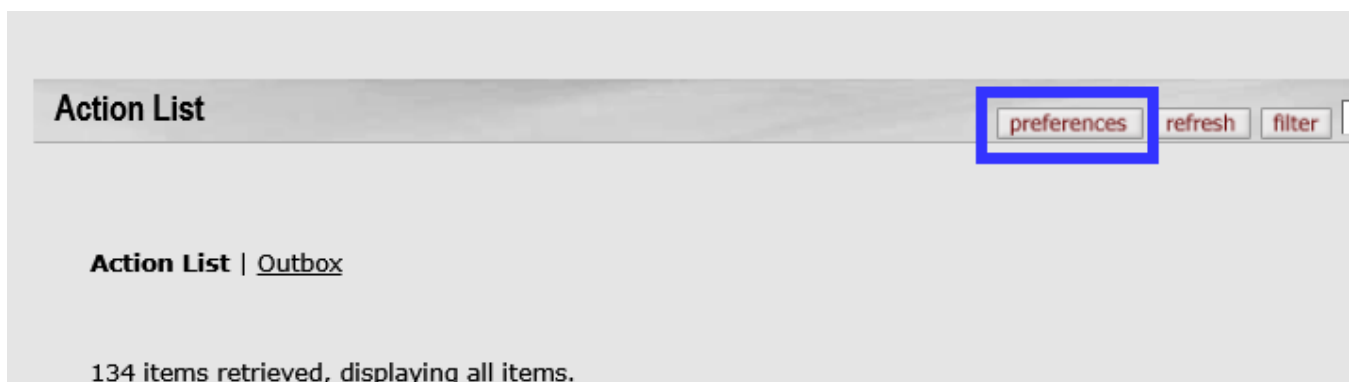
- Click on "Action List" (second item from the top on the left toolbar).



Step 4: Open Preferences

In your Action List:

- Click on "Preferences". (in the top right corner.)



Step 5: Configure Email Notification Settings

Scroll down to the Email Notifications Preferences section:

1. Under Email Notification, select "Default Email Notification".
2. Check the box for "Receive Primary Delegation Emails".
3. Choose your preferred notification frequency:
 - Daily
 - Weekly
 - Immediate

Email Notification Preferences					
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>				
Receive Secondary Delegate Emails	<input type="checkbox"/>				
Default Email Notification	Daily ▾				
Document Type Notifications	<table border="1"> <thead> <tr> <th>Document Type</th> <th>Notification Preference</th> </tr> </thead> <tbody> <tr> <td></td> <td>None ▾</td> </tr> </tbody> </table>	Document Type	Notification Preference		None ▾
Document Type	Notification Preference				
	None ▾				

Step 6: Enable Approval Notifications

MOST IMPORTANT:

Check the “Approve” box for “Send Email Notification for”. This ensures you only receive emails for items that require your approval.

Email Notification Preferences							
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>						
Receive Secondary Delegate Emails	<input type="checkbox"/>						
Default Email Notification	Daily ▾						
Document Type Notifications	<table border="1"> <thead> <tr> <th>Document Type</th> <th>Notification Preference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>None ▾</td> <td><input type="button" value="add"/></td> </tr> </tbody> </table>	Document Type	Notification Preference	Actions	<input type="text"/>	None ▾	<input type="button" value="add"/>
Document Type	Notification Preference	Actions					
<input type="text"/>	None ▾	<input type="button" value="add"/>					
Send Email Notifications For	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Acknowledge <input type="checkbox"/> FYI						

Step 7: Save Your Settings

Click “Save” at the bottom of the page to apply your changes