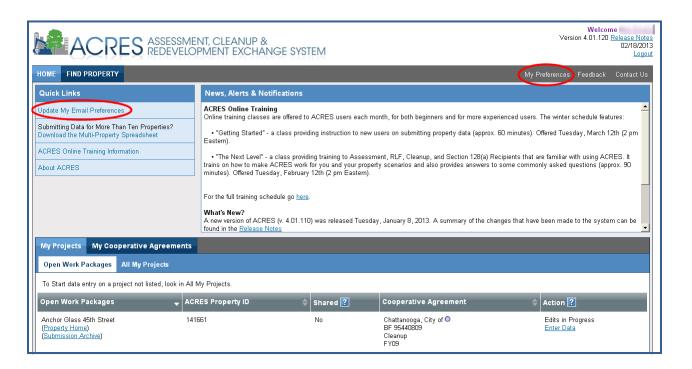
Setting Email Preferences

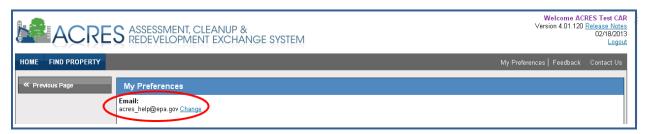
ACRES can automatically generate email reminders and notifications, depending on how you set your email preferences on your ACRES user account. Personalizing the settings can be very useful for obtaining notification when you're assigned a new work package, when your work packages have been approved, or even when your submitted work packages have been in the same status for more than a number of days that YOU specify. ACRES also lets you choose how often you receive the emails. As long as you are an active ACRES user, you may change your email notification selections at any time.

- Open your Internet browser to the following URL: https://cfext.epa.gov/acres/index.cfm.
 Enter the User Name and Password you set during the EPA registration process, and click the "Log In" button. The ACRES Home page will display.
- **2.** From your ACRES Home screen, click "My Preferences" in the top right corner or "<u>Update My Email</u> Preferences" under Quick Links to the left.

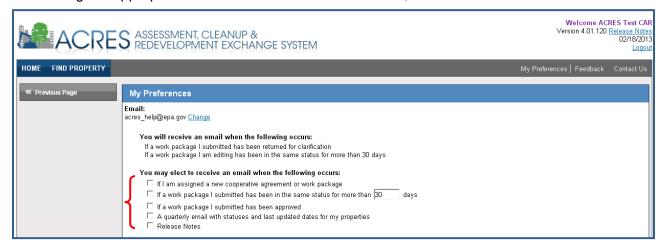


Confirm the email address for which you are setting preferences. This is the address at which you
will receive ACRES notifications. To change this email address, click "Change," and enter the new
email address.

<u>Note:</u> Changing the email address in My Preferences will change the contact email address associated with your ACRES account.



- **4.** There are two email notifications that you will automatically receive (these can not be changed):
 - **a.** If a work package I submitted has been returned for clarification this will notify you if a work package you submitted to EPA for Regional Review was returned to you for further clarification and editing.
 - **b.** If a work package I am editing has been in the same status for more than 30 days this will notify you if you have started a work package, but have not yet submitted the work package to EPA for Regional Review.
- **5.** You can select additional types of email notifications that you are interested in receiving by checking the appropriate boxes. To unselect a notification, click the check box a second time.

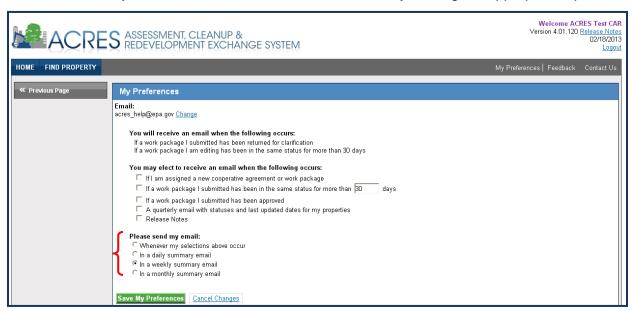


These email notifications will provide:

a. If I am assigned a new cooperative agreement or work package – this will notify you if a work package that someone else started has been assigned to your user account for editing, and if you have been designated as the Cooperative Agreement Recipient contact for a Cooperative Agreement.



- **b.** If a work package I am editing has been in the same status for more than XX days this will notify you if you have started a work package, but have not yet submitted the work package to EPA for Regional Review. This can serve as a reminder tool, and you can select the number of days at which to receive the reminder. The number of days is set at 30 as a default. You can enter a minimum of one day or a maximum of 120 days.
- c. If a work package I submitted has been approved this will notify you when a work package you submitted has been approved at National Program Review, the final step in the workflow. The data will be final in ACRES the day after the work package is approved at National Program Review. This also lets you know that you can start a new work package for that same property.
- **d.** A quarterly email with statuses and last updated dates for my properties this will provide you with a quarterly summary of the current status and last updated date for all the properties with which your account is associated.
- **e.** Release notes this will notify you of any updates to ACRES and the features that were changed or added.
- **6.** Select how often you would like to receive the notifications by clicking the appropriate option:

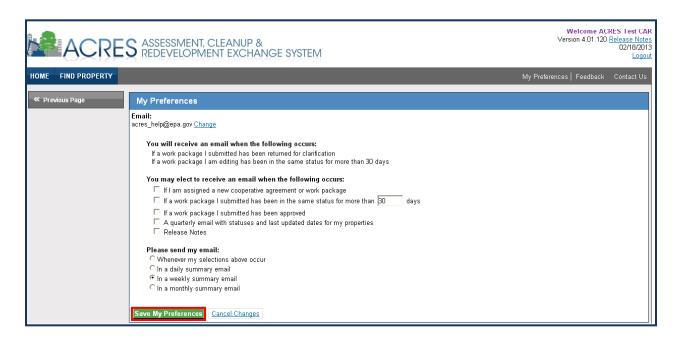


The following options are available:

- a. Whenever my selections above occur
- **b.** In a daily summary email
- c. In a weekly summary email
- d. In a monthly summary email



7. In order to activate your selections, click the "Save My Preferences" button at the bottom of the screen. If you decide not to keep your changes, click "Cancel Changes" at the bottom of the screen and your changes will be discarded.



ACRES HELP DESK acres_help@epa.gov or 703-284-8212 M-F, 9am-5pm EST

Updated March 2013 4 For Recipients