User Instructions
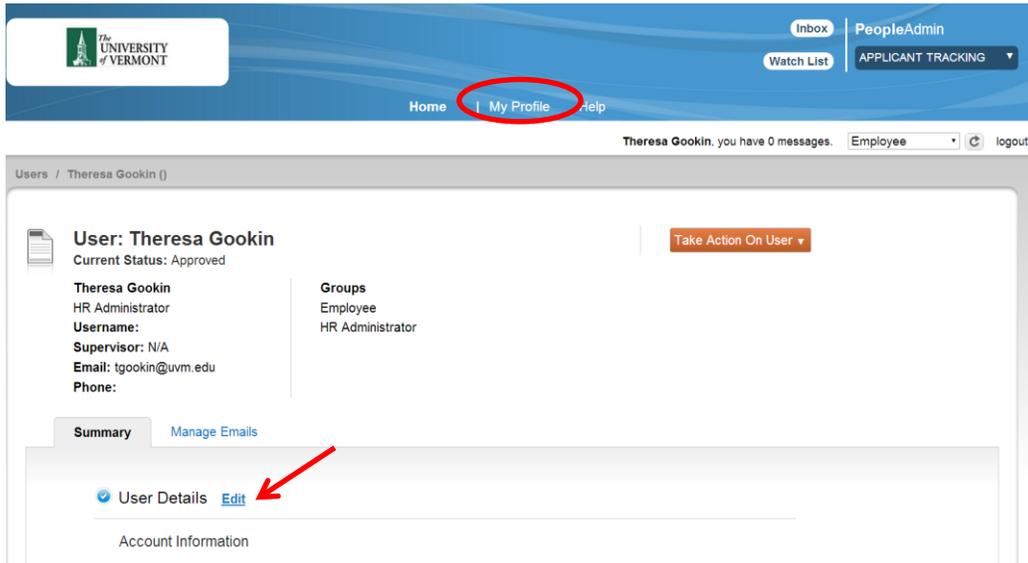
For Account Management
www.uvmjobs.com/hr

- Click on "My Profile" on the top Menu bar and open up your user profile.

- Click on "Edit" to make changes to your user profile.

- At the bottom of the screen you may select the Preferred Group on Login and the Default Product Module to control which module and user type that will be in effect when you log in to the system.
- Click Update User to update the profile. Your preferred settings should be in effect the next time you log in to the system.

System Email Management

- Click the Manage Emails tab on your User Profile. Check the "Opt Out" box for System Events for which you DO NOT wish to receive an email notification.

- There are some duplicates on the Position Type Events. If you are unable to make the Opt Out selection, it is because it has already been covered by a selection you made elsewhere.
- After you have selected the emails you wish to opt out of, click the Update System Email Options button at the bottom of the screen.