Home Page Welcome Message, Home Page Alerts, & Welcome Emails

1. Home Page Welcome Message

The create a Home Page Welcome Message for users to view when they log in to their Home Dashboard, go to Admin>Config & Settings>General Settings>Home Page Welcome Message. Select Yes, type in a Message Header and the Message Content, then SAVE.
(A) Home Page Alerts

To create a Home Page Alert for users to view and remove when desired, go to Admin>Home Page Alerts. To view, edit or delete any Current alerts select Current. To view, edit or delete any Expired alerts select Expired. To add a new alert, click the Green Plus Sign in the top right corner.

(B) When the Green Plus Sign has been selected, give the new alert a title, select the user roles which should view the alert, provide a start and expiration date (only if desired), add a description or text for the alert, then select SAVE. The newly created Home Page Alert will appear for the selected users on their Home Dashboard.
(A) Welcome Email Settings:

To set the Welcome Email which is sent to new users inviting them to enter the site and set up a username and password, go to Admin>Config & Settings>Application Settings>Email Settings.

(B) Scrolling down in the Email Settings you will see several sections allowing you to customize the noreply Welcome Email sent to Admin users, Parents/Mentors users, Learners/Students & Alumni users, and Faculty/Instructors & Staff users. Type in the Message Subject and Message Body making sure to click SAVE at the end of the Email Setting. The Welcome Email will be sent to any number of users from the Admin>User panel but selecting the users then click “SEND WELCOME EMAIL”.