



MY.HELENA 'HOW TO' | CUSTOMISING NOTIFICATIONS

STEP 1: LOG IN TO MY.HELENA

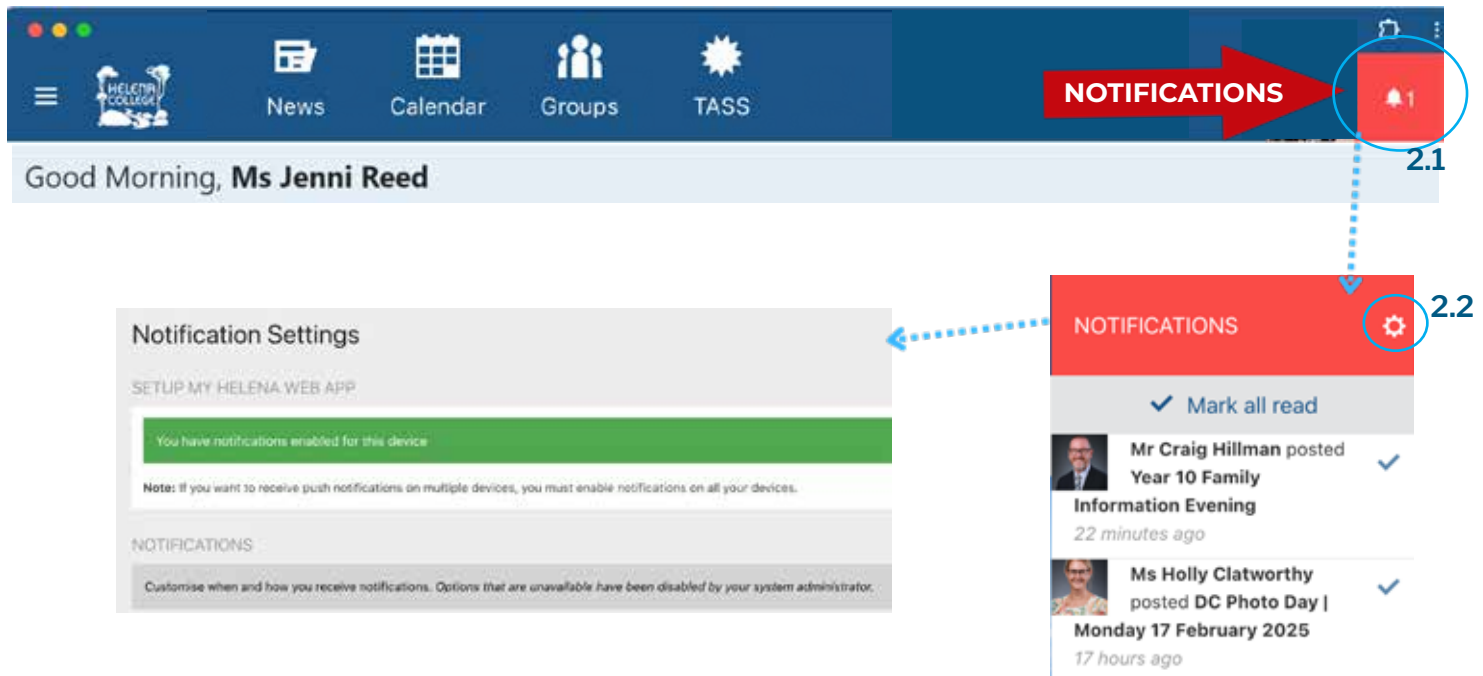
My.helena: <https://my.helena.wa.edu.au/login/>

If you need help with logging in, please see the [Parent Tools](#) page on the College website.

STEP 2: NAVIGATE TO THE NOTIFICATIONS SETTINGS

2.1. In my.helena you will see the notifications alert at the right hand side of the main navigations bar. Tap or click on the alert icon to bring up the notifications panel.

2.2. Tap or click on the cogwheel icon in the notifications panel. This will bring up a new page titled Notification Settings. This is where you can tailor the information you want to see, and how you'd like to be notified when new information is added.



STEP 3: CHOOSE YOUR SETTINGS

On the settings page you will see a number of options available that you can tailor to your preferred options.

3.1. Set Notifications. This button allows you to turn notifications on and off. Tap or click on icon to change from gray to blue.



Send me notifications



Don't send me notifications

3.2. Choose how to get notifications. There are a few different ways to tailor your preferences:

The MyHelena News Digest: This is an automated summary of news and updates relevant to your family, sent out on a Friday morning.



Don't send me the news digest



Send me the news digest

Send Alerts: This allows you to choose how you want to receive your alerts - to your my.helena page, your device or to your email account, or to both. The alerts will arrive as news/updates/information is added. The kind of content you can choose to get alerts on could include when your child's work is marked or where their is work overdue.



Don't send me alerts



Send me alerts



Send alerts to my device



Send alerts to my email



Send me alerts



Don't send to device



Only send alerts to email



Send me alerts



Only send to device



Don't send alerts to email