

University Information System (UIS)

User Manual Enable Email Notification

ENABLE EMAIL NOTIFICATION

Note: By default, the email notification feature of UIS is disabled. To receive notifications on UIS transactions in your email, this feature must be enabled in your UIS account.

Step 1. Log in to uis.up.edu.ph



*User Name
(example: JRDELACRUZ)

*Password
(example: 1A%8c)

Step 2. On the UIS Home Page, click **Preferences**, which is located on the upper right side.



Main Menu

[UP Authority to Fill/Hire](#)

[UP Employee Self Service](#)

Personalize

Worklist

From	Type	Subject	Sent
Gasis, Winson Rei	HR WPM Plan	The plan UP SPMS I 2017 (Cascade) is published	31-May-2017
Dizon, Precious Joy	HR WPM Plan	Refreshed scorecard	10-Jul-2017
Gasis, Winson Rei	HR WPM Plan	Refreshed scorecard	31-May-2017
	UMX Login Help	Password Reset	13-Jan-2016
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna Mae	01-Feb-2017
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna Mae	01-Feb-2017

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

You will be directed to the General Preferences page.



- General
- Display**
- Preferences**
- Access Requests

General Preferences

[Cancel](#) [Reset to Default](#) [Apply](#)

Languages

Current Session Language ⓘ
Default Application Language ⓘ

Accessibility

Accessibility Features ⓘ

Regional

Territory ⓘ
Date Format
Timezone
Number Format
Currency
Client Character Encoding ⓘ

Step 2. Under the **Notifications** subsection, click the **Preference dropdown arrow**.

The options 'Disable Mail Notification' and 'Enable Mail Notification' will appear.

Client Character Encoding ⓘ

Change Password

Known As
Old Password
New Password
Repeat Password
✔ **TIP** Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username
e-Mail password

UIS Home Page

Responsibility
Page

Notifications

Preference ⓘ
Notifications will be sent in your current default language, American English.
Note: To view attachments and approve transaction, you must log in to your UIS account.

[Cancel](#) [Reset to Default](#) [Apply](#)

Step 3. Select **Enable Mail Notification**, then click the **Apply** button.

Client Character Encoding | Unicode (UTF-8) ⓘ

Change Password

Known As
Old Password
New Password
Repeat Password
✔ **TIP** Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username
e-Mail password

UIS Home Page

Responsibility
Page

Notifications

Preference ~~Disable Mail Notification~~
 Disable Mail Notification front default language, American English.
 Enable Mail Notification previous transaction, you must log in to your UIS account.

Home Logout Preferences Help

A confirmation that the updates on your UIS email notification settings have been applied will appear.



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Navigator Favorites Home Logout Preferences Help

General
• **Display Preferences**
• Access Requests

 **Confirmation**
Updated successfully.

General Preferences

Languages

Current Session Language ⓘ
Default Application Language ⓘ

Accessibility

Accessibility Features ⓘ