Standard Notification Customization

Brand the system notifications with your own logo, password, and URL (if applicable).

- Notifications are automatically sent when you assign a curriculum to a group of users.
- You must either assign your Notification Templates as the defaults or apply your customized Notification Templates to the applicable curriculum in order for them to be seen by learners.
- Be sure to include the full web address in your notifications, in the event your email client doesn’t render your Login URL as a hyperlink.
- When you press the pencil to edit the SANS notification template, you will see red warning text. By changing the name and details of the template you are creating a new copy.
- Recommended naming convention for default notifications:
  Account Name – Notification Type. For example, Widget X – Learning Activity Assignment Notification

STEP 1: Customize Each Notification Template

1. Open the Notification Templates page under the Configuration menu

2. Customize Learning Activity Assignment Notification
   a. Press next to the template name
   b. Change the Name of the template
   c. Edit the Body
      i. Logo: Change the logo by replacing the URL in the <img src> tag with the URL of your logo. Review instructions to use the Learner Dashboard Logo.
      ii. Password: Replace the PASSWORD placeholder with the initial default password you entered on the Import Users page. Users will be prompted to change this password upon initial login.
      iii. Login URL: If you are using SSO, replace the access URL with your SSO URL
   d. Press OK

3. Customize Learning Activity Assignment Reminder Notification
   a. Press next to the template name
   b. Change the Name of the template to [COMPANY NAME] - Reminder
   c. Edit the Body
      i. Logo: Change the logo by replacing the following URL in the <img src> tag with the URL of your logo.
      ii. Login URL: If you are using SSO, replace the access URL with your SSO URL
   d. Press OK
4. Customize Learning Activity Assignment Overdue Notification
   a. Press next to the template name
   b. Change the Name of the template
   c. Edit the Body
      i. **Logo:** Change the logo by replacing the following URL in the <img src> tag with the URL of your logo.
      ii. **Login URL:** If you are using SSO, replace the access URL with your SSO URL
   d. Press OK

5. Customize Learning Activity Completion Notification
   e. Press next to the template name
   f. Change the Name of the template
   g. Edit the Body
      i. **Logo:** Change the logo by replacing the URL in the <img src> tag with the URL of your logo.
      ii. **Login URL:** If you are using SSO, replace the access URL with your SSO URL
   h. Press OK

**STEP 2: Assign your Customized Notifications**

**NOTE:** You must either assign your Notification Templates as the default or apply your customized Notification Templates to the applicable curriculum in order for them to be sent to Learners.

### Assigning Customized Notifications Templates as the Default

1. Open the **Notifications** page under the **Configuration** menu
2. Associate your Notification Template with each Notification
   a. Press the next to the Notification name
      i. Deselect Inherit parent domain settings
      ii. Next to the **Notification Templates** field, press **BROWSE**
      iii. Select the customized Notification Template to apply to the Notification Type
      iv. Press OK
      v. Ensure the **Active** checkbox is selected
      vi. For the Learning Activity Assignment Reminder Notification and the Learning Activity Assignment Overdue Notification, set the **Delivery Schedule** by entering the number of days before (Reminder) and after (Overdue) the due date you want the Learner to be reminded.
   vii. Press OK
   b. Repeat for each Notification Type:
      i. Learning Activity Assignment Notification
      ii. Learning Activity Assignment Reminder Notification
      iii. Learning Activity Assignment Overdue Notification
      iv. Learning Activity Completion Notification
3. Your custom default notifications will now be triggered for each curriculum you assign.
Assigning Curriculum-specific Customized Notifications

1. Open the Learning Activities page under Training Management
2. Locate your curriculum and press the pencil to edit it
   NOTE: The curriculum must be in STAGE mode to edit. If it is in Production, press the Send to Stage Button
3. Press at the bottom of the curriculum’s General Properties window
4. Select System under Notifications
5. Filter the View to Active to only display the Active Notifications
6. Use the search bar to find the notification name
7. Press to edit the notification template
8. Deselect Inherit parent domain settings
9. Associate your customized template using the Notification Template field
   i. Press
   ii. Select the name of your template
   iii. Press
10. Press
11. Repeat the process for each active notification you’d like to replace
   a. For the Learning Activity Assignment Reminder Notification and the Learning Activity Assignment Overdue Notification, set the Delivery Schedule by entering the number of days before (Reminder) and after (Overdue) the due date you want the Learner to be reminded.

The curriculum will now have its own set of notifications applied. You will need to move the curriculum to production to assign it to its target group.
To use your Learner Dashboard logo

1. Open the Logos page under Configuration
2. Open the Logo Library tab
3. Press the Copy Logo button next to the image; this will save the hosted URL to your clipboard
4. Open the Notification Templates page
5. Press the next to the template name
6. Highlight the image URL within the quotation, and paste the copied logo