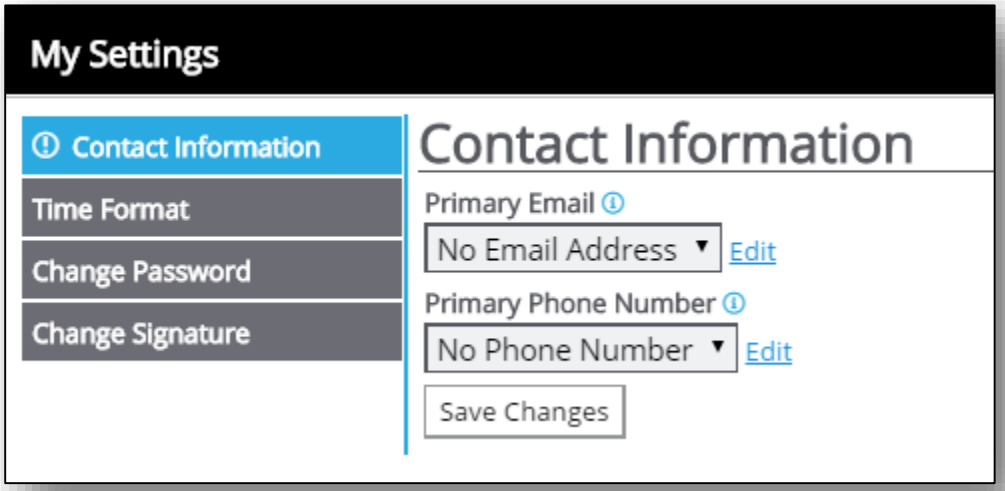
Welcome View

Settings Menu

This reference guide provides an overview of the Settings Menu within StaffReady. The following process steps and instructional information are provided within this document:

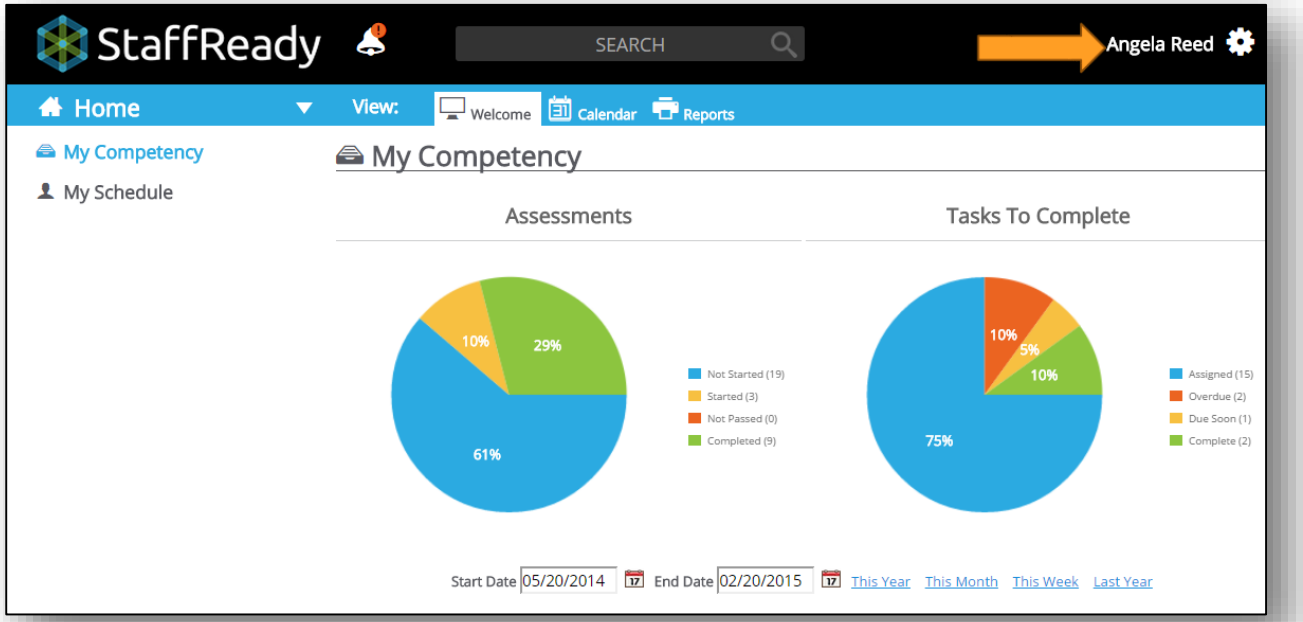
- **Access Settings Menu**
- **Add Email Address**
- **Add Phone Number**
- **Change Time and Date Format**
- **Change Password**
- **Change Electronic Signature**



1 | Access Settings Menu

Access Settings Menu

1. Click icon next to your name.



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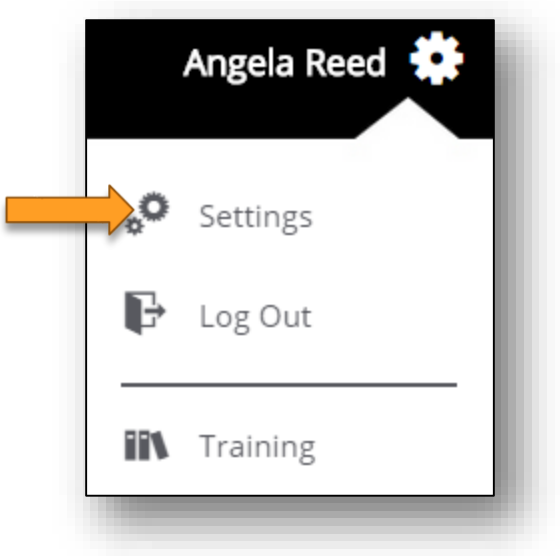
2. Click **Settings**.



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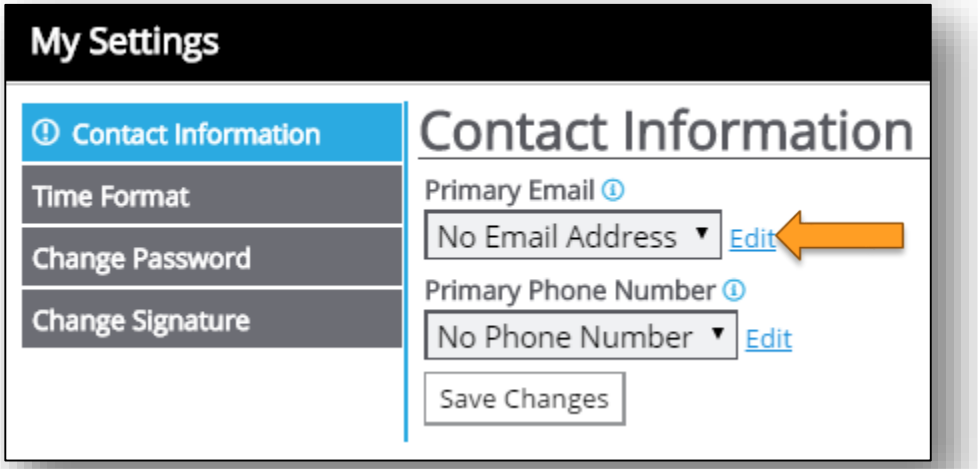
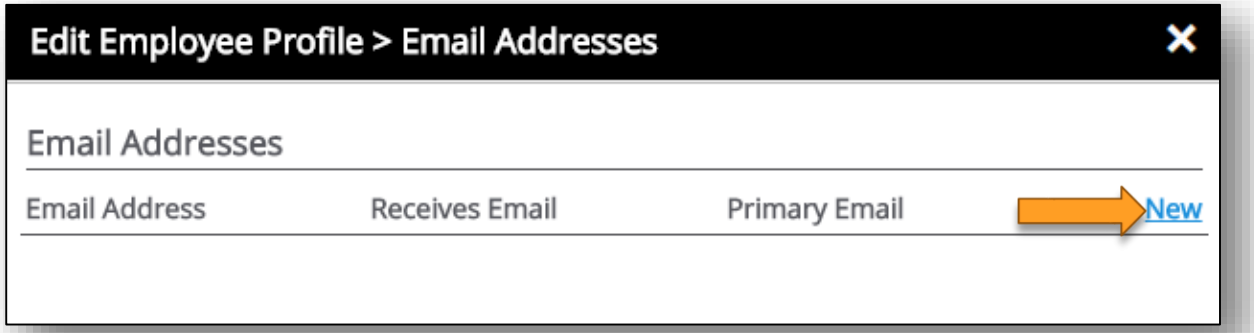
2 | Add Email Address

Add Email Address

1. Click Edit.



2. Click New.



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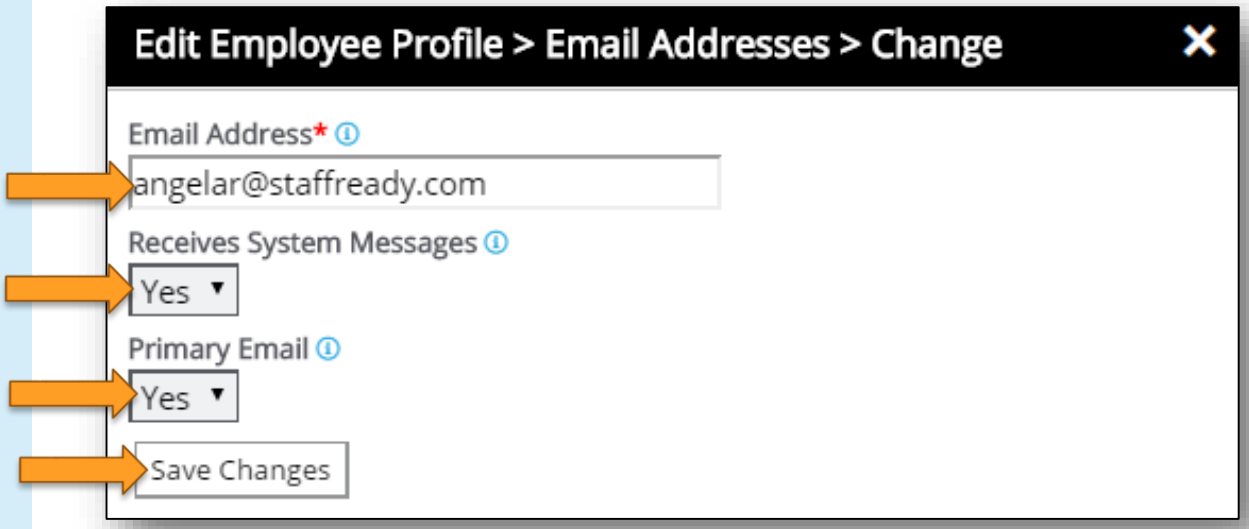
3. Enter **Email Address**.

4. Select **Yes** for **Receives System Messages**.

5. Select **Yes** for **Primary Email**.

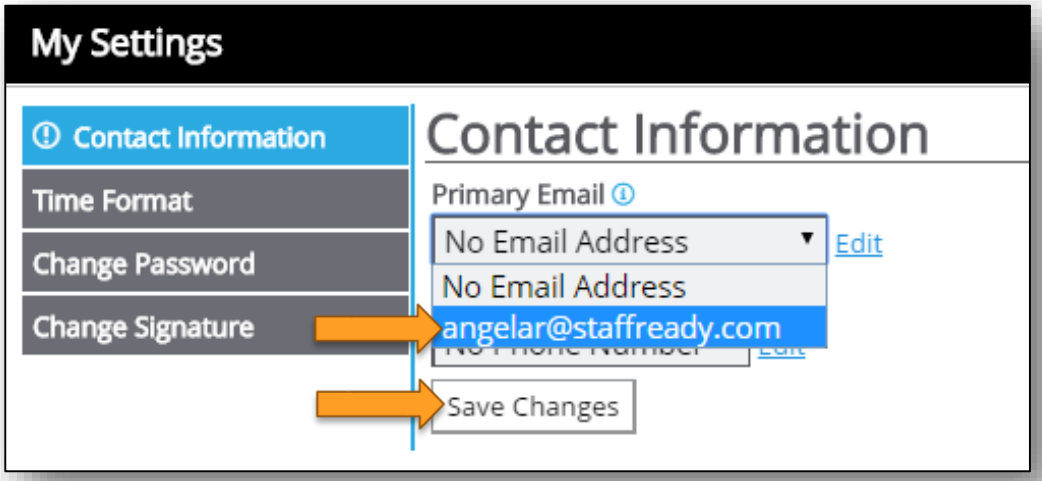
6. Click **Save Changes**.

Note: Select **No** for **Primary Email** if entering a secondary email address. Only one email address on file can receive **StaffReady** system emails.



7. Select **Email Address** from **Primary Email** menu.

8. Click **Save Changes**.



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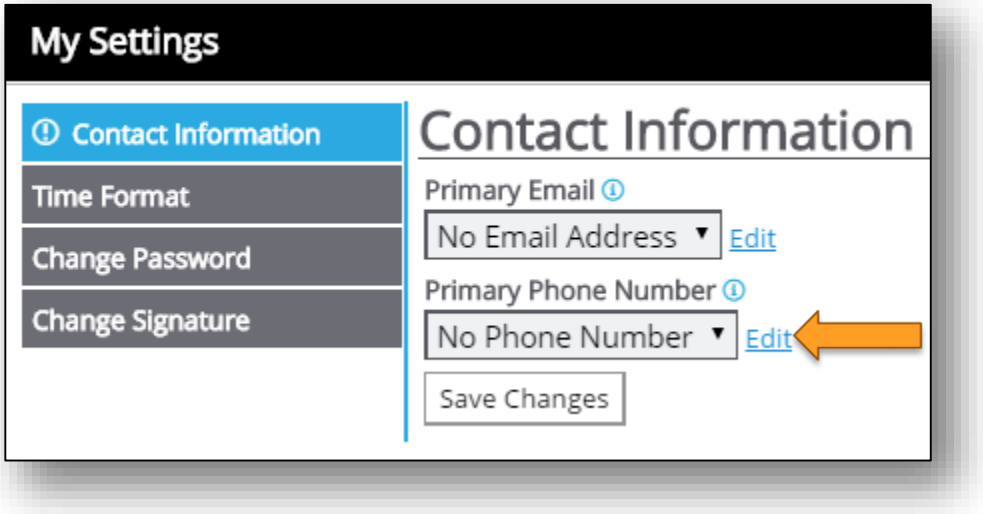
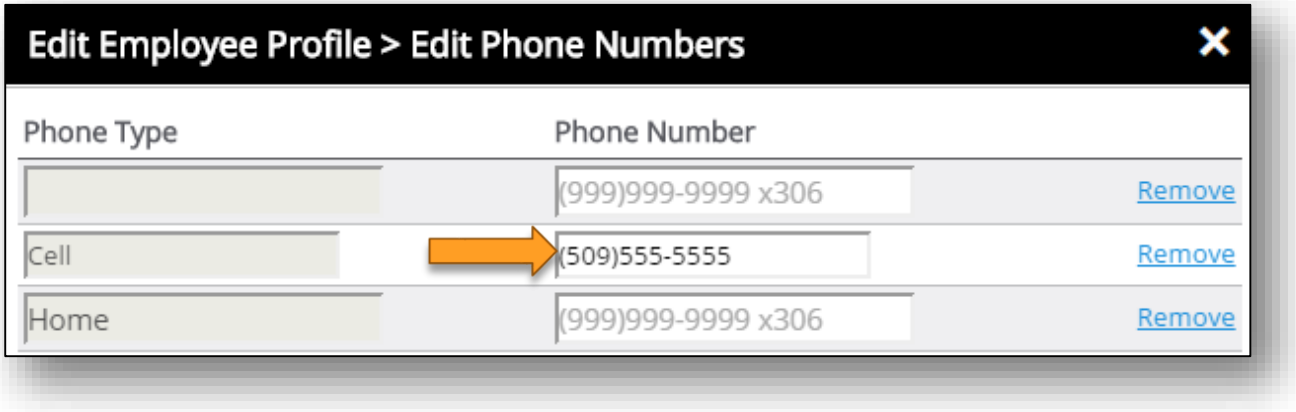
3 | Add Phone Number

Add Phone Number

1. Click Edit.



2. Enter **Phone Number** next to the correct **Phone Type**.
3. Click **Save Changes**.



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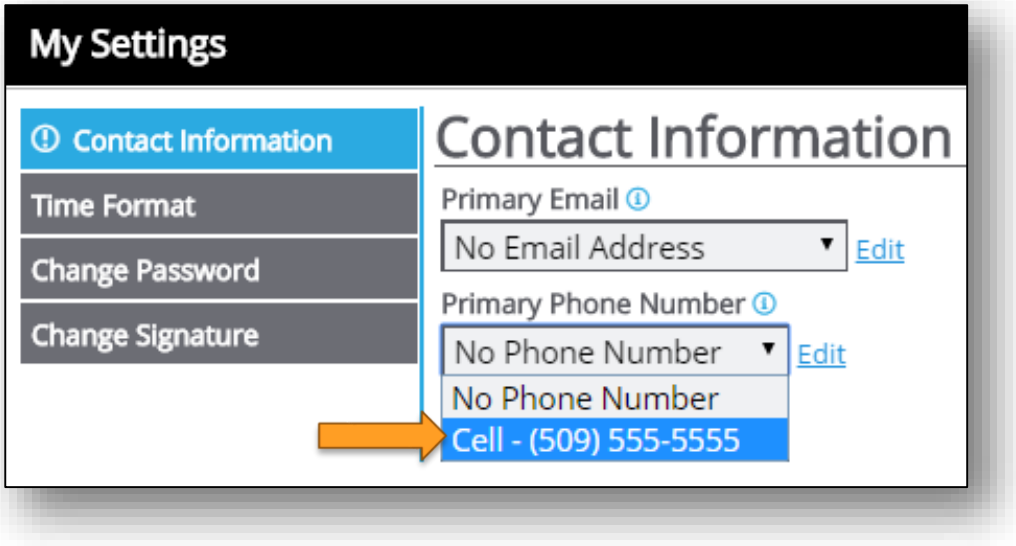
4. Select **Phone Number** from **Primary Phone Number** menu.

5. Click **Save Changes**.



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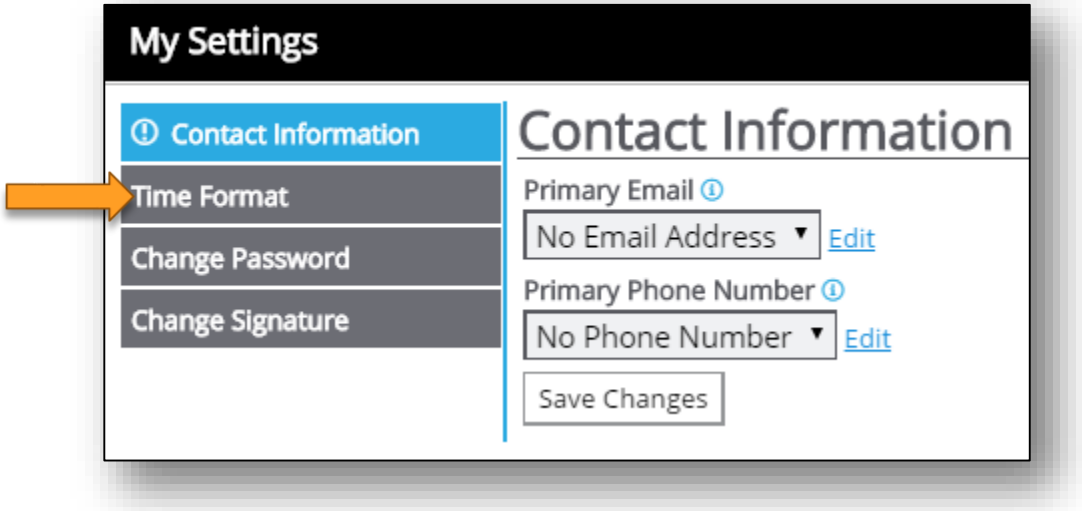
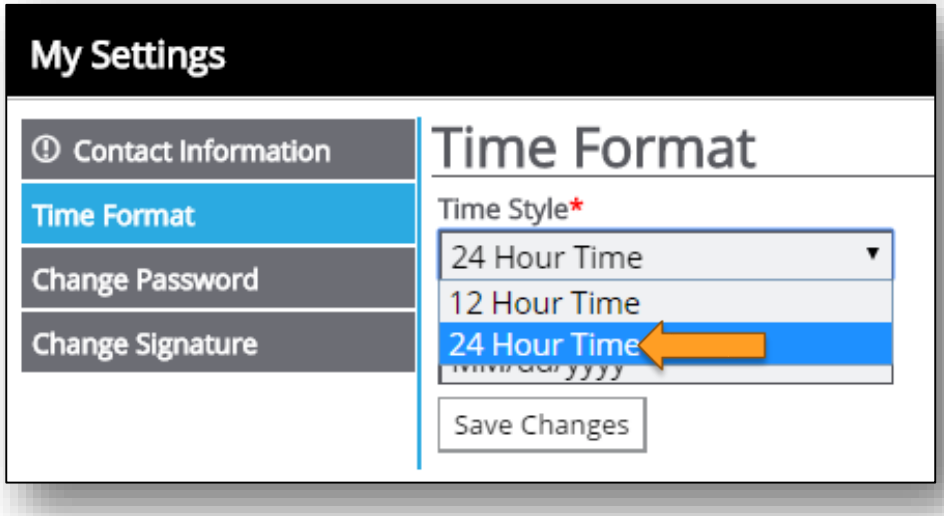
4 | Change Time and Date Format

Change Time and Date Format

1. Select **Time Format** side menu.



2. Select **Time Style** option.



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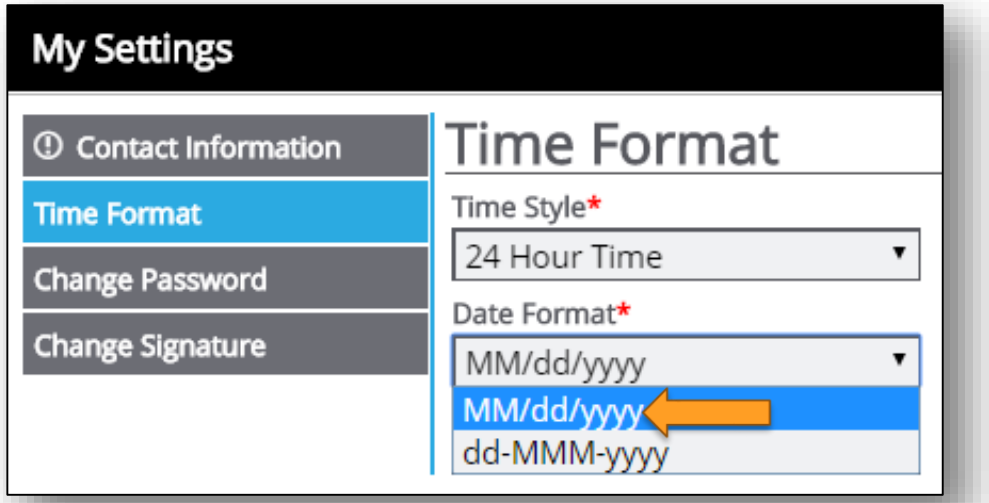
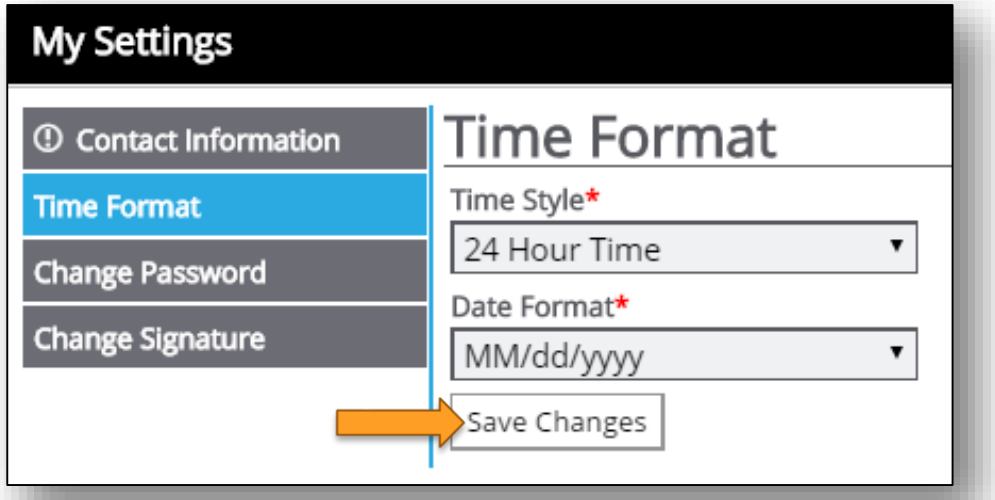
3. Select **Date Format** option.



4. Click **Save Changes**.



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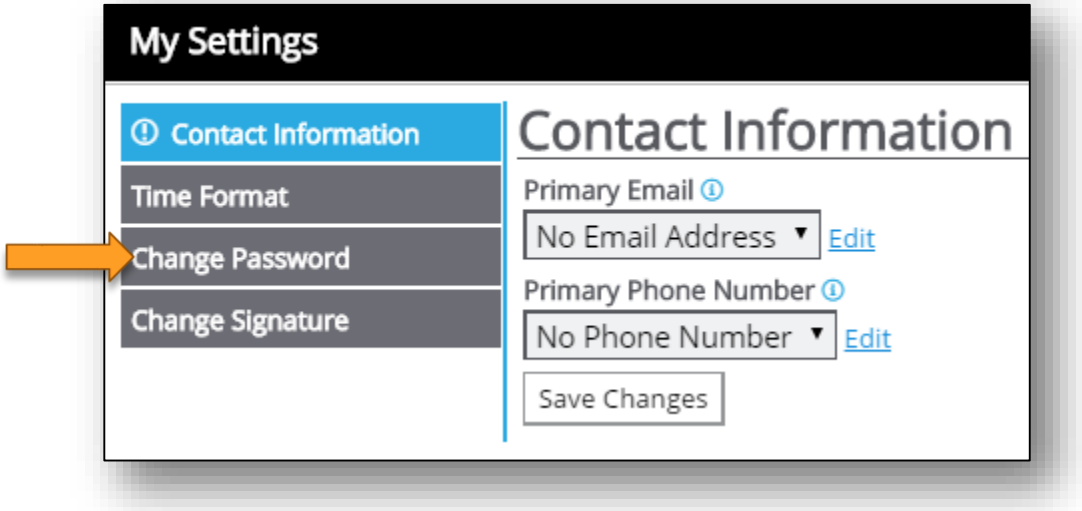
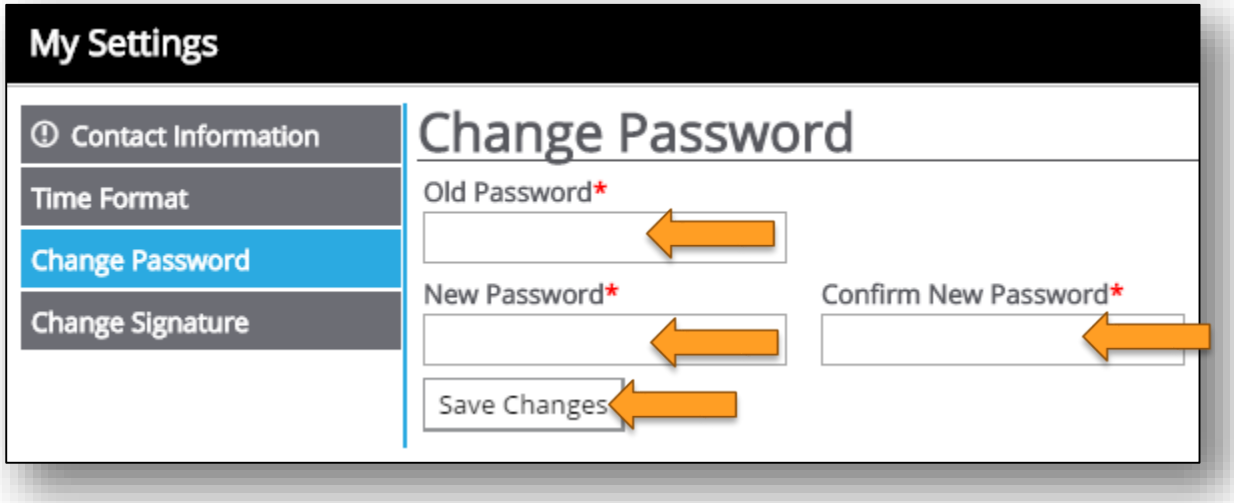
5 | Change Password

Change Password

1. Select **Change Password** side menu.



2. Enter **Old Password**.
3. Enter **New Password**.
4. Enter **Confirm New Password**.
5. Click **Save Changes**.



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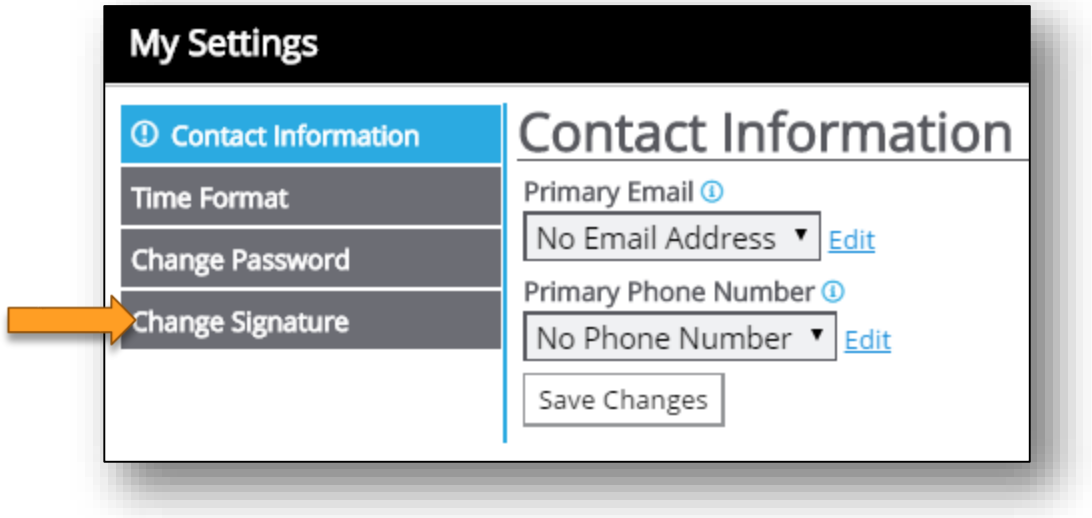
6 | Change Electronic Signature

Note: Electronic signature is only utilized within the **Competency** and **Document Control** modules.

Change Electronic Signature

1. Select **Change Signature** side menu.



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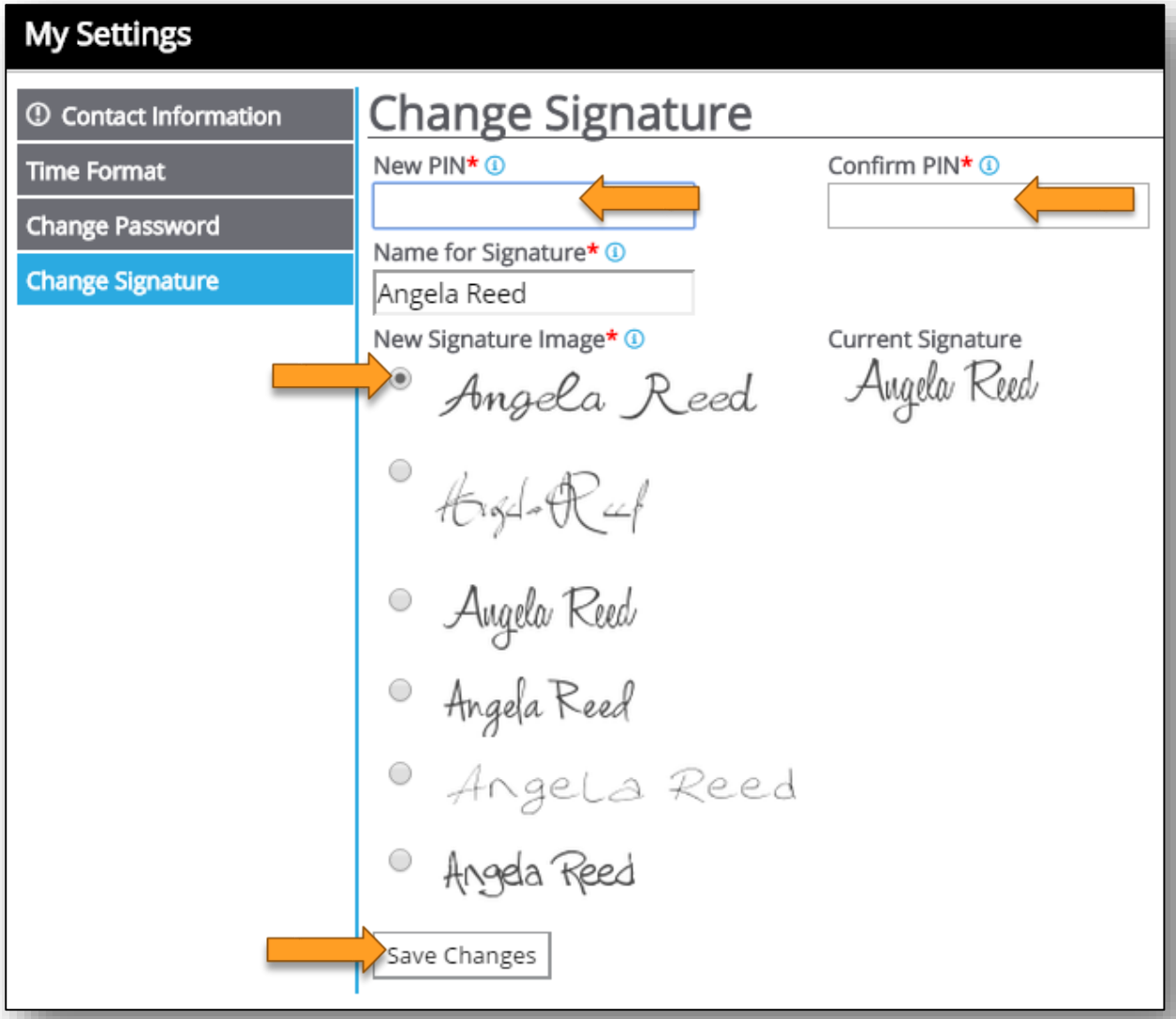
2. Enter **New PIN** (minimum 5 digits in length).

3. Enter **Confirm PIN** (minimum 5 digits in length).

4. Select **New Signature Image**.

5. Click **Save Changes**.



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