

How to Receive Xitracs alerts-Due dates, group messages, etc

1st-

Log In to Xitracs

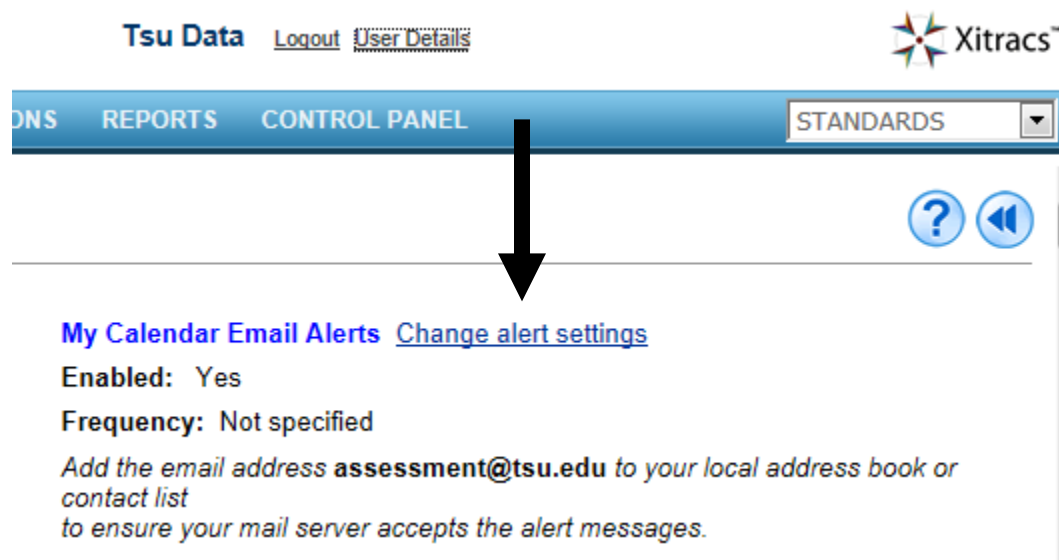
2nd-

At the top right hand side of the screen you will see a user details. Click on **User Details**.



3rd-

Click on **Change Alert Settings**.



4th -

Click box to the right of **Enabled (make sure a check mark is displayed).**

Select the frequency of your preference, **Daily** alerts or **Weekly** alerts.

Click **Submit**.

Calendar Alerts

When enabled, you will receive messages via email to alert you to due dates and events on your calendar.

Enabled: ←

Frequency: Daily ←
 Weekly ←

