



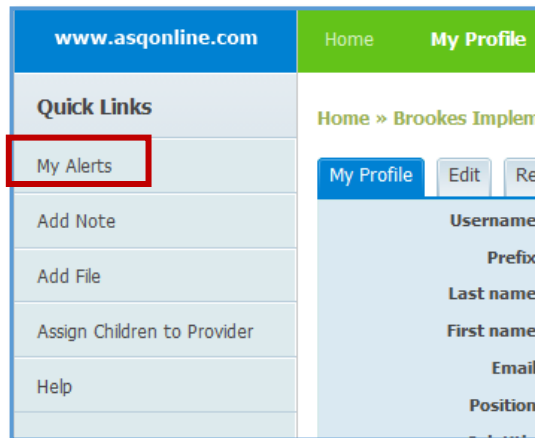
ASQ Online Quick Tips: Set Up Family Access Alerts

When Family Access screenings become available to review, you have the option to receive alerts either by mobile phone or email.

To create a mobile phone or email alert:

1. From the main menu select “My Profile”.
2. Click the “Edit” tab next to My Profile (red arrow in image above). Then enter your mobile phone number and the name of your mobile carrier. Click the “Save” button.

Mobile Phone (XXX-XXX-XXXX)	443-564-2557
Mobile carrier	AT&T




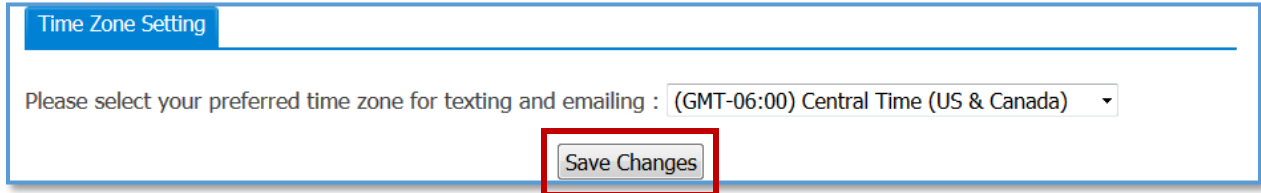
3. Select the Quick Link for “My Alerts.”
4. Scroll down until you see the “Family Access Alerts” tab. Select your text or email options, select the time, and select “On” from the Status drop-down menu. For example, the selections shown below ensure that you will receive a daily text at 4:00 PM when there are new screens to review:

Family Access Alerts		
Alert	Time	Status
Text me Daily if new screens have been submitted via Family Access that I must approve or reject.	Time: 16 : 00	On
Email me Daily if new screens have been submitted via Family Access that I must approve or reject.	Time: 16 : 00	Off
Text me At each occurrence if new screens were accepted via Family Access and assigned to me for review.		Off
Email me At each occurrence if new screens were accepted via Family Access and assigned to me for review.		Off

The table below lists the available options:

	For Administrators	For Providers
Email	Daily, Weekly	At Each Occurrence, Daily, Weekly
Text	Daily, Weekly	At Each Occurrence, Daily, Weekly
	if new screens have been submitted via Family Access that I must approve or reject.	if new screens were accepted via Family Access and assigned to me for review.

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5. To save your alerts, on the “Time Zone Setting” tab select the appropriate zone from the drop-down menu and click “Save Changes.”



Time Zone Setting

Please select your preferred time zone for texting and emailing : (GMT-06:00) Central Time (US & Canada) ▾

Save Changes

Any Questions?

Contact our Tech Support Team at [Brookes Publishing Technical Support](#) or call 1-866-404-9853.