Personal Settings and Email Preferences – How to Change

Changing Your Personal Settings

The **Personal Settings** within your Profile allow you to change the background color of eSHOP.

**Procedure**

This tutorial will demonstrate the process for changing your theme in eSHOP.

1. Click on the dropdown arrow next to your name and select **View My Profile**.
2. Under **User Information and Settings**, click on Language, Time Zone and Display Settings.

   ![View My Profile](image)

3. Click on the dropdown menu and choose your Color Theme.
Changing your Email Preferences

Since most of the communications that are generated from eSHOP are done via email, it is recommended that you review your default email setting and adjust them accordingly. Obviously, the more notifications you have enabled the more you will receive, so keep that in mind.

Procedure

This tutorial will demonstrate the process for reviewing and/or changing your email receipt preferences.

1. Click on the dropdown arrow next to your name and select View My Profile.
2. Under Notification Preference, click on one of the sections listed.
3. The emails that you are currently set to receive are noted on each line with Email (Default).
4. If you would like to change the current value, click the dropdown menu next to that entry and select a different option.
5. Once all changes have been made, click on Save.