

All faculty members should review their profile to ensure that the email and text notifications are delivered to the preferred location – email address, text/phone number, etc.

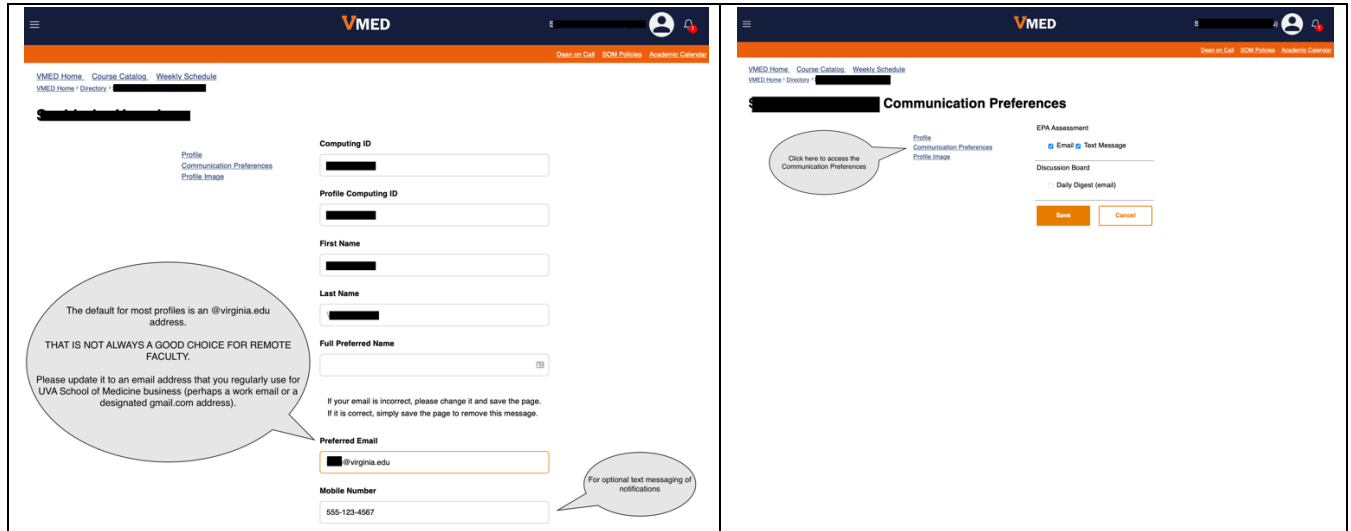
A typical dashboard for a faculty member at <https://learn.med.virginia.edu/>

The screenshot shows the VMed dashboard. At the top, there is a dark blue header with the VMed logo and a user profile picture. Below the header, there is a yellow warning box with a speech bubble that says: "Until users verify their profile, they will see a message like the one below." The warning text reads: "Warning Please verify your email address in your profile, if you wish to receive email notifications—especially if you are an EPA assessor using iCAN." To the right of the warning box, there is another speech bubble that says: "Click on the profile picture to access your profile". Below the warning box, there are two main sections: "EPA Assessments in iCAN" and "Quick Links". The "EPA Assessments in iCAN" section has a pink header and contains the text: "You have no open EPA assessments to complete at this time." The "Quick Links" section has a blue header and contains a list of links: Discussion Board, UME Analytics, EPA Program Resources, OASIS, XCREDIT, Online Testing-Admin, Clinical Performance Referral, Praise & Concern Cards, and VMED Directory (Student Directory). At the bottom of the "Quick Links" section, there is a "Quick Links" button.

Your profile if accessed via the profile picture in the top right-hand corner...

The screenshot shows the VMed profile page. At the top, there is a dark blue header with the VMed logo and a user profile picture. Below the header, there is a navigation bar with links: VMED Home, Course Catalog, Weekly Schedule, VMED Home, and Directory. The main content area shows the user's profile information. On the left, there is a circular profile picture and an "Edit Profile" button. Below the "Edit Profile" button, there is a speech bubble that says: "Edit the profile". To the right of the profile picture, there is a box containing the following information: Computing ID: [redacted], Full Name: S [redacted], Preferred Name: S [redacted], Preferred Email: [redacted]@virginia.edu. To the right of this box, there is another box containing the following information: Account Type: Faculty, Academic Level: No academic level, and Account Roles: [redacted]. Below the "Account Roles" box, there is a large speech bubble that says: "Most profiles default to a @virginia.edu email address. NOT ALWAYS A GOOD CHOICE FOR REMOTE FACULTY!!!".

Choosing the “verify your profile” link from the home page or “Edit Profile” from the profile page.



Update your “Profile” and “Communication Preferences” so that notifications like those coming from EPA assessment requests are delivered to an email address and/or mobile number that you use for School of Medicine business.