Change User Settings

Change your User account settings. Reset your In-app notifications (troubleshooting).

Instructions

1. Open your User Profile menu and click on the 'Settings' item
2. Click on the 'Approvals' item in the left Sidebar
3. From here you can change your settings and reset your Notifications

Detailed Instructions

1. Open your User Profile menu and click on the 'Settings' item

   ![User Profile menu with settings option]({})

2. Click on the 'Approvals' item in the left Sidebar
3. From here you can change your settings and reset your Notifications.