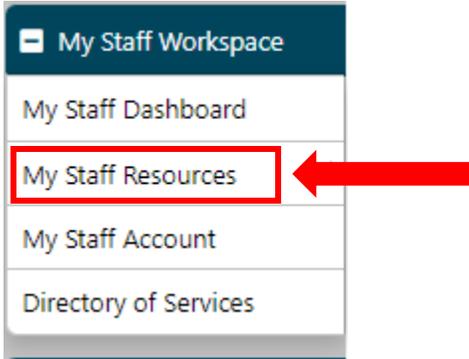
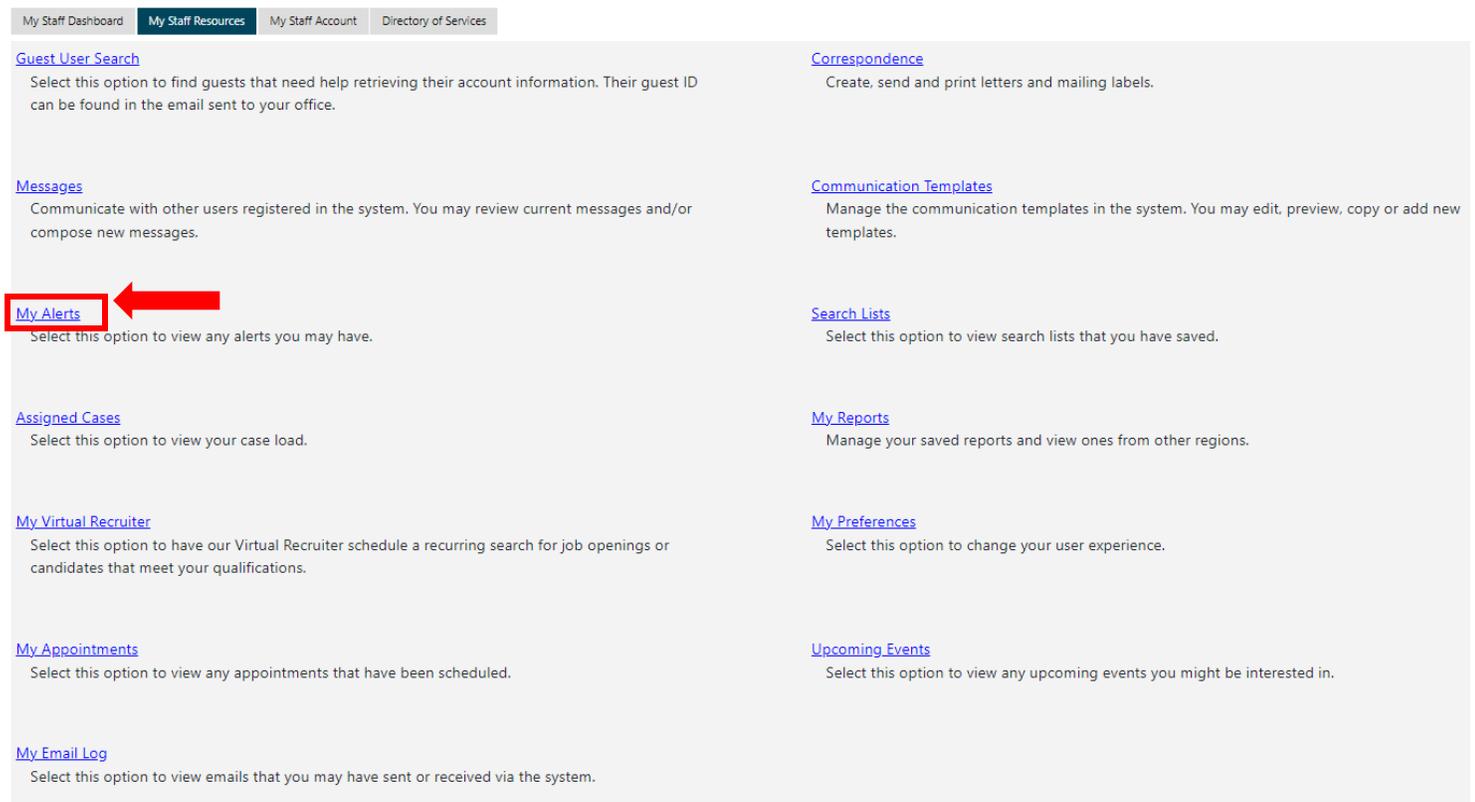


Adding Alert Subscriptions for SNAP

1. Once logged into MoJobs, go to “My Staff Workspace” on the Menu, Click “My Staff Resources:”



2. Click “My Alerts:”



3. Click “Modify My Alert Subscriptions:”

[Modify My Alert Subscriptions](#)

4. Scroll until you see the section for SNAP Alerts:

SNAP Alerts			
Select	Alert Description	Days	Notify
<input type="checkbox"/>	SNAP Activity Projected Start Date This alert will notify you when an Individual in your case load has a projected SNAP Program activity start date about to come up.	None Selected ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after
<input type="checkbox"/>	SNAP Activity Projected End Date This alert will notify you when an Individual in your case load has a projected SNAP Program activity end date about to come up.	None Selected ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after
<input type="checkbox"/>	SNAP Not enrolled in a Component This alert will notify you when an Individual in your case load has not been enrolled in a Component.	N/A	N/A
<input type="checkbox"/>	SNAP Active Cases with no Case Notes within a specific time period This alert will notify you when an Individual in your case load have not had a case note entered.	None Selected ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after
<input type="checkbox"/>	SNAP Application no activities created This alert will notify you when an Individual in your case load has not had any activities created.	N/A	N/A
<input type="checkbox"/>	SNAP Appointments scheduled This alert will notify you when an Individual in your case load has scheduled appointments.	None Selected ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after
<input type="checkbox"/>	SNAP Soft Exit This alert will notify you when an Individual in your case load is about to soft exit from the SNAP program.	None Selected ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after

5. Select the Alerts you would like to receive notifications for by checking the box next to the alert:

Select

6. Select the number of days for the alert:

Days

None Selected ▾

None Selected

1 day prior

15 days prior

30 days prior

7. Select the notification setting:

Notify

On the day only

Everyday after

8. Scroll to the bottom of the page and click "Save":

Save Cancel

9. The following message will appear:

Your alert subscriptions have been updated.

10. Click "Return to My Alerts"

Return to My Alerts

11. Your selected alerts will display:

SNAP Alerts				
Alert Description	Days	Notify	Create Date	Action
SNAP Active Cases with no Case Notes within a specific time period	30 days since	Once	05/23/2023	Delete
SNAP Activity Projected End Date	1 day prior	Once	05/23/2023	Delete
SNAP Activity Projected Start Date	1 day prior	Once	05/23/2023	Delete
SNAP Application no activities created	N/A	Everyday	05/23/2023	Delete
SNAP Appointments scheduled	1 day prior	Once	05/23/2023	Delete
SNAP Not enrolled in a Component	N/A	Everyday	05/23/2023	Delete
SNAP Soft Exit	60 days prior	Everyday	05/23/2023	Delete

12. To view your alerts, first go back to "My Staff Workspace", "My Staff Resources" and select "Messages"



My Staff Workspace

- My Staff Dashboard
- My Staff Resources**
- My Staff Account
- Directory of Services

My Staff Dashboard | **My Staff Resources** | My Staff Account | Directory of Services

Messages

Communicate with other users registered in the system. You may review current messages and/or compose new messages.

[Guest User Search](#)
Select this option to find guests that need help retrieving their account information. Their guest ID can be found in the email sent to your office.

[Correspondence](#)
Create, send and print letters and mailing labels.

[Communication Templates](#)
Manage the communication templates in the system. You may edit, preview, copy or add new templates.

[Search Lists](#)
Select this option to view search lists that you have saved.

[My Alerts](#)
Select this option to view any alerts you may have.

[My Reports](#)
Manage your saved reports and view ones from other regions.

[Assigned Cases](#)
Select this option to view your case load.

[My Preferences](#)
Select this option to change your user experience.

[My Virtual Recruiter](#)
Select this option to have our Virtual Recruiter schedule a recurring search for job openings or candidates that meet your qualifications.

[My Appointments](#)
Select this option to view any appointments that have been scheduled.

[Upcoming Events](#)
Select this option to view any upcoming events you might be interested in.

[My Email Log](#)
Select this option to view emails that you may have sent or received via the system.

13. Message for the alert will display in inbox:

Viewed Status	Attachments	From	Subject	Msg Date	Select
<input checked="" type="checkbox"/>		POSTMASTER	SNAP Not Enrolled in a Component	04/11/2022 11:38 PM	<input type="checkbox"/>

14. Open the message by clicking the link in the subject. Individual case information will display:

FROM: POSTMASTER
CREATED BY: POSTMASTER
SENT: Monday, April 11, 2022 11:38:00 PM

TO:
SUBJECT: SNAP Not Enrolled in a Component

The following individual(s) in your case load have not been enrolled in a Component.

UserID	UserName	Individual Name	Application Number	Application Date	Action
1064567	1064567	JOBSEEKER, JOHNNY	5894716	2/4/2022	Summary Notes Activities Programs Send Message

NOTE: When first logging into MoJobs, the system will notify you of unread messages/alerts:

Need help or more information | My Correspondence | My Calendar

Important information for Christina Lenger close

 You have 29 new or unread messages.

Close

10 | 11 | 12 | 13