

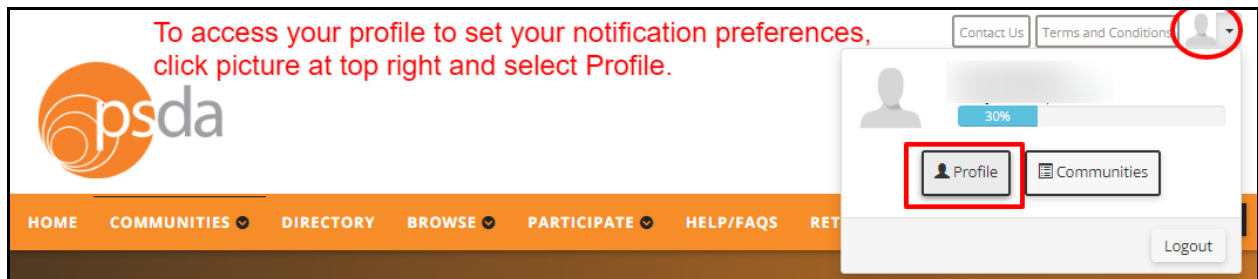
## Getting Started: How to Sign In & Update Your Profile & Notification Settings

### Step One: Sign into your PSDA Account

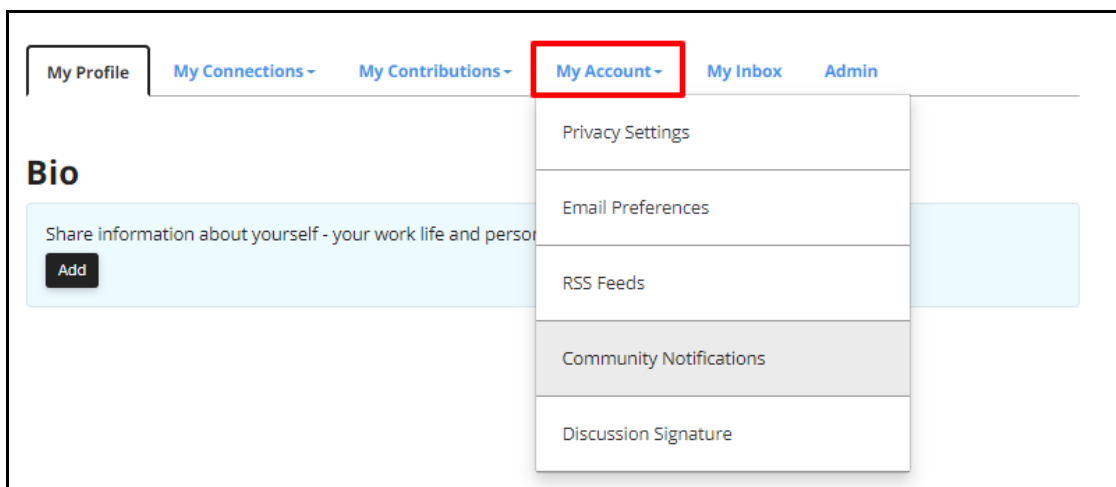
- Navigate to <https://community.psd.org>
- Click “Sign In” at the top right of the page and enter your username and password

### Step Two: Check Your Notification Settings

- To update your community email notification settings, click the profile picture at the top right and select “Profile” (Note: Be sure to update your profile information with photo, bio, etc.)



- Then click on the “My Account” tab followed by “Community Notifications”



### Step Three: Change Your Notification Settings

- Under “Notification Settings”, verify your community email notification settings for each community. You can select from three different delivery options:
  - **No Email**
  - **Daily Digest** (consolidated email of all topics sent throughout the day delivered once at the end of the day)
  - **Real-time** (receive an email notification each time a message is posted to the communities listserv)
- **Note:** If you do not see a community that you wish to join, contact [psda@psda.org](mailto:psda@psda.org) to be added.

#### Notification Settings

Yes Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

Community Name A-Z ▾

4 Communities

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">Board of Directors</a>	No Email ▲	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">General</a>	Daily Digest ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Membership Committee</a>	Daily Digest ▼	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Sources</a>	Real Time ▲	<input type="checkbox"/>	<input type="checkbox"/>

- You can also select which day you receive your Consolidated Weekly Digest, if you select this option:

#### Community Notifications

Community notification will be delivered to your primary address:

[tclucas@psda.org](mailto:tclucas@psda.org)

To receive specific community notifications at an address other than your primary, set override(s) where desired.

**Daily Consolidated Community Digest:** ⓘ  
*Deliver to your primary address.*

**Weekly Consolidated Community Digest:** ⓘ  
 Deliver on Friday ▼ to your primary address. [change](#)

**Discussion Email:** ⓘ  
*You have no override email addresses for discussion emails. [add override addresses](#)*