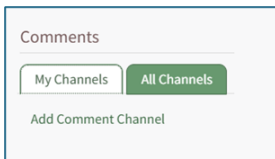


Understanding My Channels

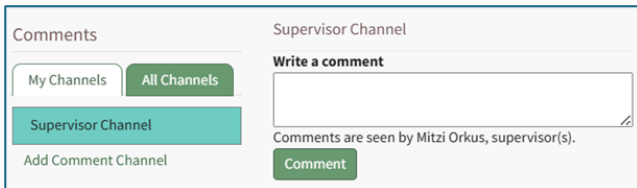
The Accounts Module has its own communication feature referred to as Channels that allows for comments to be sent between individuals and their supervisors and for comments to be shared between supervisory roles only. A date and time stamp are assigned to each comment as it is sent. An individual can access Channels on the Account Info Tab on the My Account Page.

For individuals with Supervisor and Admin module level access, channels are divided into two tabs: My Channels and All Channels.



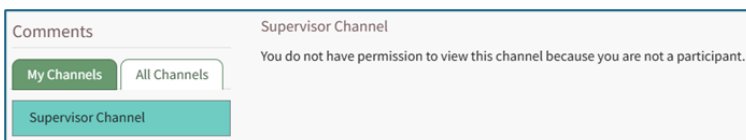
The My Channels Tab will list all comment channels that an individual has access to.

The All Channels Tab will list all comment channels. The Supervisor Channel is a default channel that allows comments to be made that are accessible by an individual and that individual's supervisors.



Only individuals with Admin module access will see the clickable "Add Comment Channel" link.

If an individual does not have access to the channel the statement, "You do not have permission to view this channel because you are not a participant," will show in place of the comment textbox.



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