

Send a User an Email Notification Regarding a Certification

To send a user an email notification regarding a specific certification, you must open the supervised user's Certifications Details Page. To do so, select Users in the People Module from the Main Menu.

The screenshot shows the 'Users' page with a table listing users and their certification details. The table has three columns: 'Users', 'Certifications', and 'Reports'. Each row represents a user, and the 'Certifications' column contains a 'Print Report' link and a three-dot menu icon.

Users	Certifications	Reports
Becker, Allison	***	Visible
Bergstrom, Nicole	***	Visible
Carter, Mary	***	Visible
Delgado, Frank	***	Visible
Dupree, Michael	***	Visible
Halvorson, Teresa	***	Visible
Hanlon, Emily	***	Visible

Click the name of the relevant user on the Users Table opening their Certification Details Page. To the right of a certification name in the Outstanding Requirements Table is a three-icon that opens the Outstanding Requirements Context Menu.


Notify is only a context menu option for the Outstanding Requirements Table.

The screenshot shows the 'Certification Details' page for Frank Delgado. It features a table of 'Outstanding Requirements' with columns for Certification, Expiration Date, Attachments, Notes, and Activity. A context menu is open over the 'Dress Code' certification, showing options like 'Notify', 'Submit Certification', and 'Acknowledge Document / Video'. Below the table, there is a section for 'Certifications Submitted for Approval' with a table listing submitted certifications.

Certification	Expiration Date	Attachments	Notes	Activity
Code of Conduct	1/20/2026	Submitted (1/20/2026)	Submitted (1/20/2026)	Pending Approval
Dress Code	1/20/2026	Submitted (1/20/2026)	Submitted (1/20/2026)	Pending Approval
How to Log In - SEBWIN	History	---	---	Submit Certification
Janitorial Annual CBT	Not Applicable / Defr	---	---	Submit Certification
Moodle Course with Instructors	Nothing on file	---	---	Submit Certification
WI Upload	Nothing on file	---	---	Submit Certification
Window Washing FAQs	Nothing on file	Submitted (1/20/2026)	Submitted (1/20/2026)	Pending Approval

Certification	Expiration Date	Required	Attachments	Date Submitted	Status
Code of Conduct	1/20/2027	Southeastern Bank of Western North Dakota All Staff	Code of Conduct Certificate FD 2026-01-20.pdf	1/20/2026 18:40:37	Pending Approval
Dress Code	1/20/2027	Southeastern Bank of Western North Dakota All Staff	Dress Code Certificate FD 2026-01-20.pdf	1/20/2026 16:30:16	Pending Approval

Select the option Notify opening the Send Notification Modal. Use the modal to include an optional message that will be included in the Certification Notification that will be sent to the user through the system via email.



Send notification to Frank Delgado for Code of Conduct X

Message (optional):

Send Cancel

Select the Send button.



Send notification to Frank Delgado for Code of Conduct X

Notification sent!

The modal changes, indicating that the email notification is sent.

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