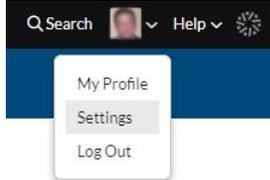


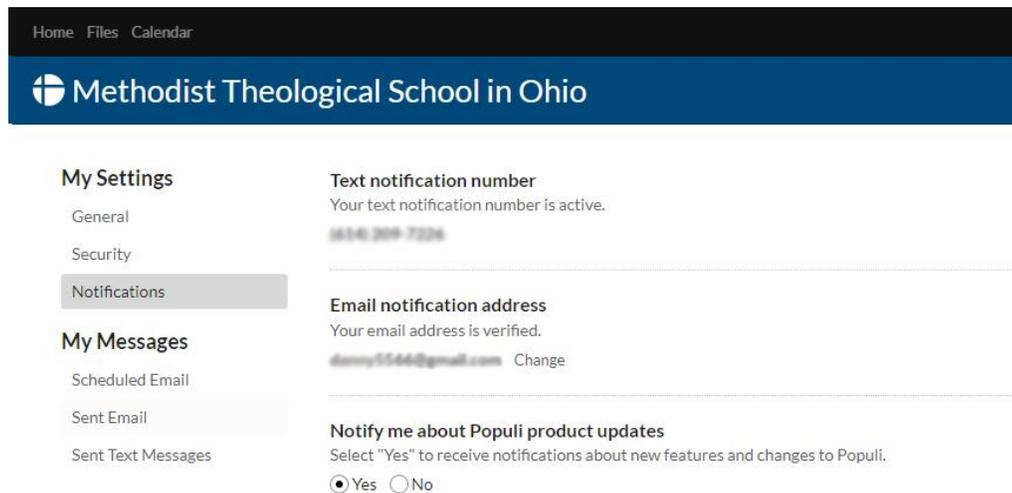
INSTRUCTIONS

Updating your Populi notifications

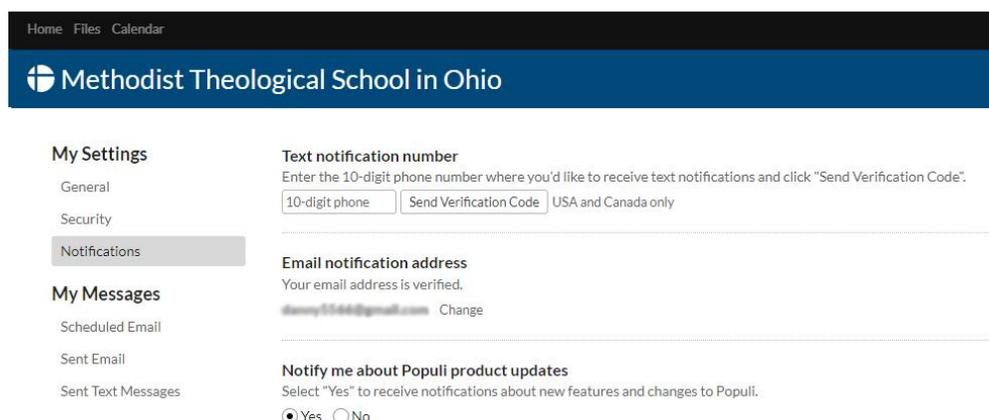
1. Log in to Populi.
2. At the top right of the screen, between “Search” and “Help,” is a small menu (it might have your picture on it). Choose “Settings.”



3. On the left side of the screen, under “My Settings,” choose “Notifications.”
 - a. At the top of the main page, under “Text notification number,” it will show your text number if you have already activated it.



- b. If you don't have an activated number, type in your 10-digit phone number and click “Send Verification Code.”



Check your phone for a six-digit verification phone. Enter the code in the box that says “6-digit code” and click “Verify Number.”

The screenshot shows a web interface for the Methodist Theological School in Ohio. At the top, there is a navigation bar with 'Home', 'Files', and 'Calendar'. Below this is a dark blue header with the school's logo and name. The main content area is divided into two columns. The left column contains a sidebar with 'My Settings' (General, Security, Notifications, My Messages) and 'My Messages' (Scheduled Email, Sent Email, Sent Text Messages). The right column is titled 'Text notification number' and contains the following text: 'Your verification code has been sent. Once you have received it, enter it here to activate your text notification number.' Below this text is a form with a '6-digit code' input field, a 'Verify Number' button, and links for 'Resend code' and 'Start over'. The next section is 'Email notification address' with the text 'Your email address is verified.' and a 'Change' link. The final section is 'Notify me about Populi product updates' with the text 'Select "Yes" to receive notifications about new features and changes to Populi.' and radio buttons for 'Yes' (selected) and 'No'.

Click “Save Settings” at the top right of the screen, and your number should now appear under “Text notification number.”