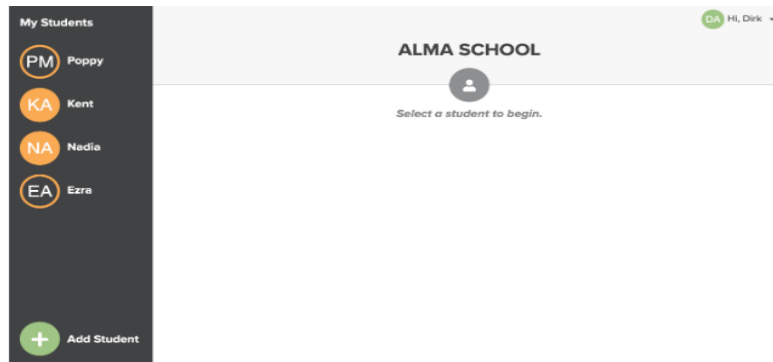# Getting Started with Alma Start

Welcome to **Alma Start**! This article walks parents through how to manage students, update their account settings, and configure notifications within the platform.

🏠 Alma Start Home Page

When you log in to Alma Start, you'll see the **left-hand side of the screen populated with students** connected to your account:

- **Students already linked to your Alma account** will automatically appear (e.g., *Kent* & *Nadia*).
- **Students you manually added** in Alma Start will also be listed (e.g., *Poppy* & *Ezra*).
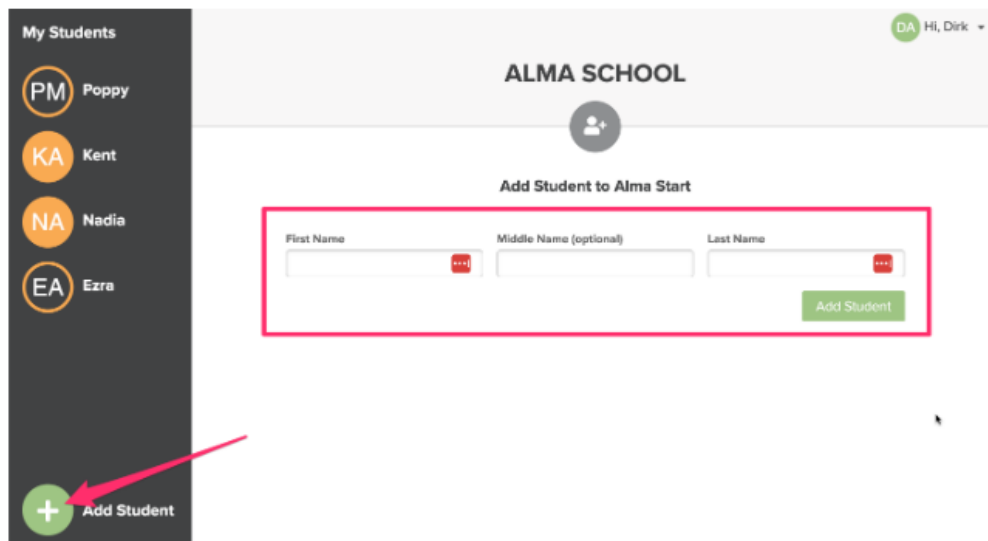

➕ Add a New Student

To add a student:

1. Click the **green "+"** on the left side of the screen.
2. Enter the student's:

   - First Name
   - (Optional) Middle Name
   - Last Name

Getting Started with Alma Start

Mobile Tip: On a mobile device, click the **hamburger menu (☰)** at the top to switch between students or add a new one.

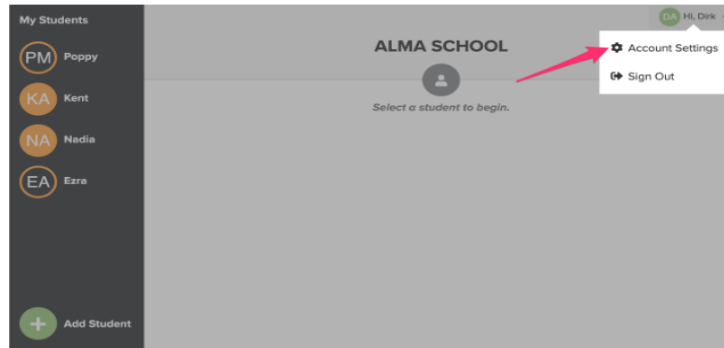To begin working on applications or forms for a student:

- Tap the student's name
- Click **"Get Started"**

⚙ Alma Start: Account Settings

After creating your Alma Start account, you can update your settings at any time.

How to Access Account Settings:

1. Click your **profile icon** in the **top-right corner** of the page.
2. Select **"Account Settings"** from the dropdown.

✏ Update Your Phone or Email

1. Click the green **"Change"** link next to your phone number or email.
2. Enter the new contact information.
3. A **verification link** will be sent to the new email/phone number.
4. A **notification will also be sent to your old contact info**, to alert you of the change.
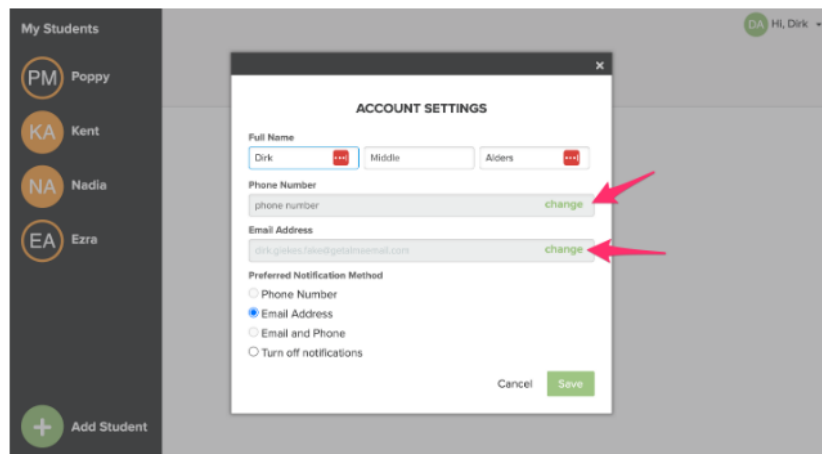
Pro Tip: Can't find your verification email? Check your **spam folder**. The sender will be notifications@getalma.com.
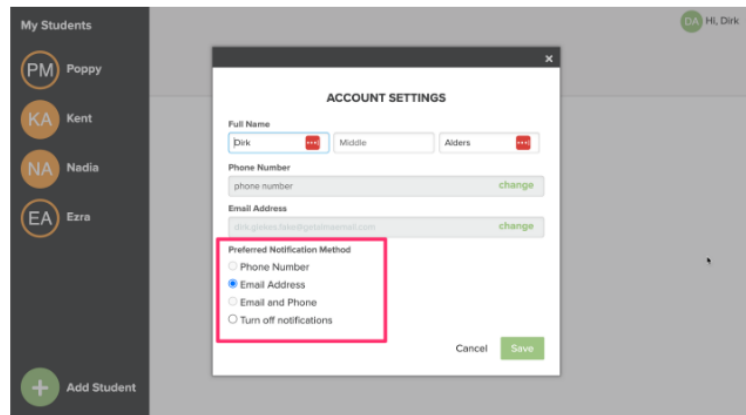
Getting Started with Alma Start

Notifications help you track your student's progress through the application process.

How Notifications Work:

- Sent **based on your username** (phone/email).
- Customize your preferences to receive alerts via:

    - Phone
    - Email
    - Or **both**

To manage this:

1. Go to **Account Settings**.
2. Choose how you'd like to receive notifications—or click **"Turn off notifications"** if you prefer not to receive them.

Important: You'll still receive **password reset** messages even if notifications are turned off.

📬 What Notifications Will I Receive?

You'll get an email each time a staff member moves your student to a **new stage** in the enrollment process. The email will include both the **previous and new stage** for transparency.