

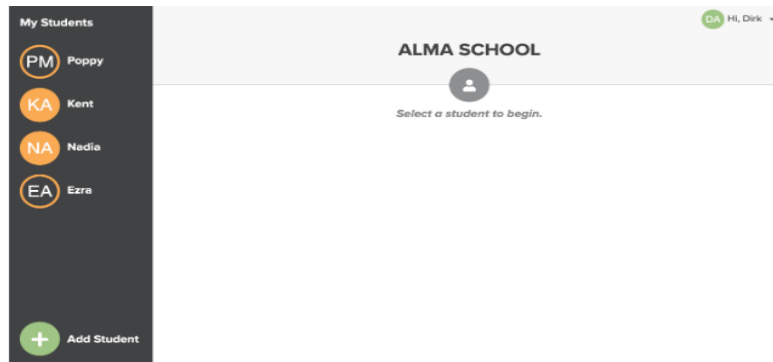
# Getting Started with Alma Start

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*).

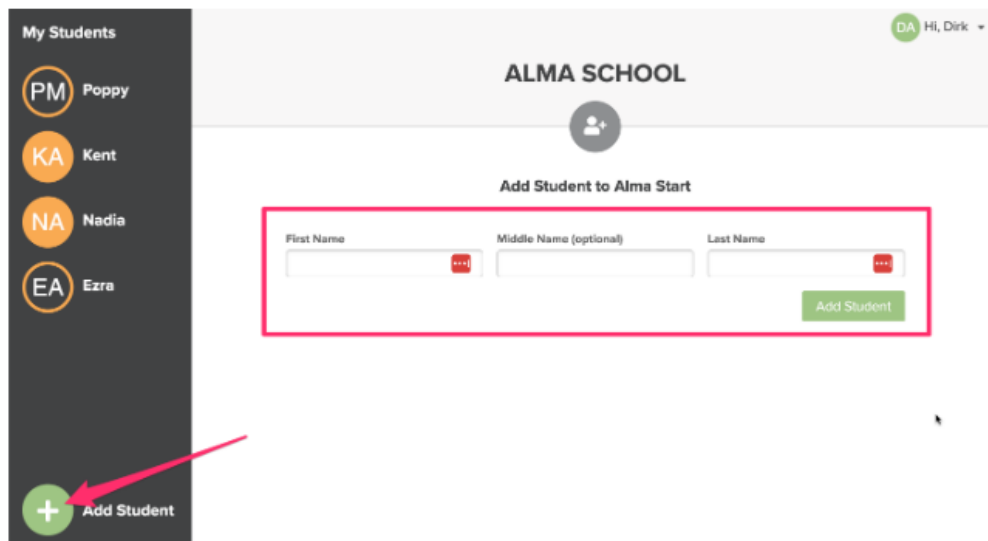


## Add a New Student

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



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**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:

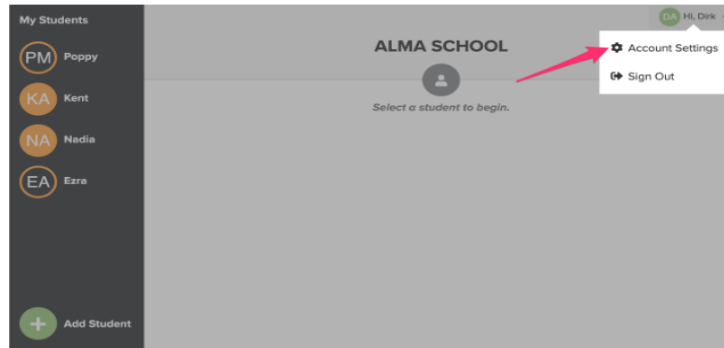
- Tap the student's name
- Click **"Get Started"**

## ⚙️ Alma Start: Account Settings

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

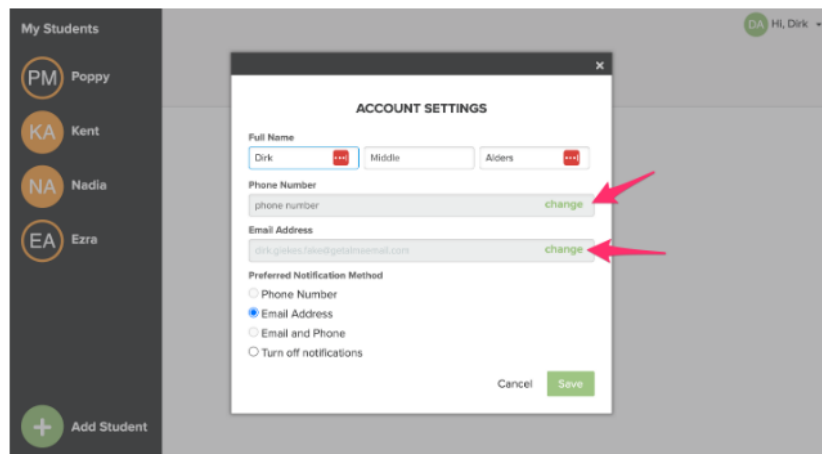
### How to Access Account Settings:

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](mailto:notifications@getalma.com).

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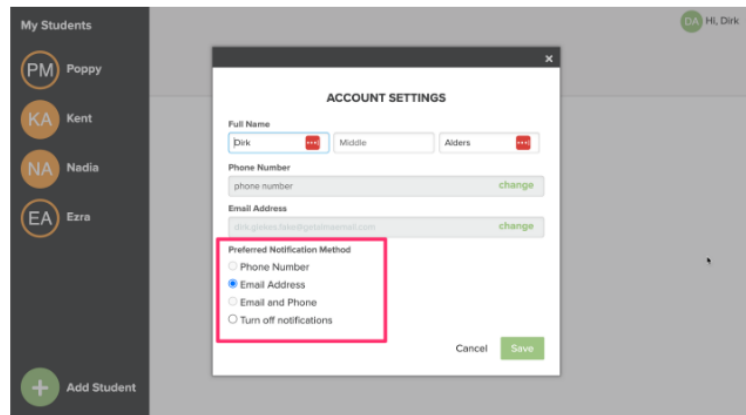
Notifications help you track your student's progress through the application process.

## 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.

A screenshot of the Alma Start application interface. On the left, a sidebar titled 'My Students' lists four students: Poppy (PM), Kent (KA), Nadia (NA), and Ezra (EA), each with a circular profile icon. Below the list is a green circular button with a plus sign and the text 'Add Student'. On the right, a modal dialog box titled 'ACCOUNT SETTINGS' is open. It contains fields for 'Full Name' (split into First, Middle, and Last), 'Phone Number', and 'Email Address', each with a 'change' link. Below these is a section titled 'Preferred Notification Method' with four radio button options: 'Phone Number', 'Email Address' (which is selected), 'Email and Phone', and 'Turn off notifications'. At the bottom right of the dialog are 'Cancel' and 'Save' buttons. A red rectangle highlights the 'Preferred Notification Method' section.

**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.