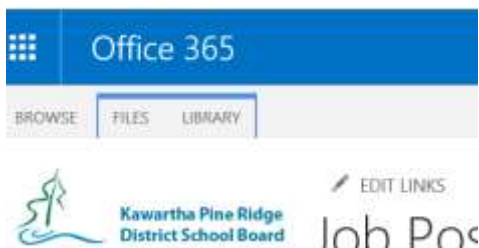


QUICK TIP for KPR On The Web

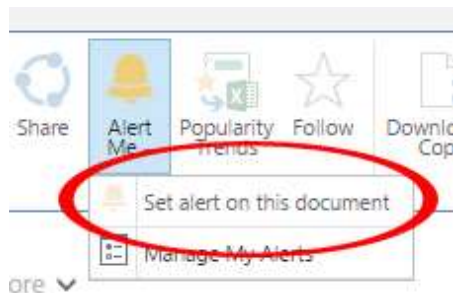
Setting Alerts for CUPE and ALG Job Postings

To set an alert for postings:

1. From KPR On The Web, click on Documents and Forms
2. On the left side of the screen, under Human Resources, click on Job Postings
3. Select which folder you'd like to set an alert for by rolling your mouse over the folder and clicking the checkbox to the immediate left of the folder name
4. At the top of the page, click on Files and then look over to the right for Alert Me and click it



5. Click Set alert on this document from the menu that opens under Alert Me, and pop up will appear, click OK at the bottom of that window.



Congratulations, your alert is now set! You will receive an email whenever a new file is added.