

## Setting Up Low Balance Alerts

Need to set up a Low Balance Alert? No Problem! Click your name up top [the user clicks “Welcome, (Name)”] and select **My Students**. Find a student you’d like to add a Low Balance Alert for and select **Edit**. Check the **Send email** box and type in the desired Low Balance Alert amount [Click **Update** to apply this setting]. You will now receive an email when that student’s account falls below the specified amount [this specified amount is displayed under “Low Balance Threshold”]. And remember: you can set different low balance amounts for each student.