

# Integrity Check Email Configuration Instructions

To find the Integrity Check configuration page you will need to enter the “Settings – Yes/No” section of Administrator Tools.

Administrator Tools for each Department / Program (This page is only editable by 'Administrator' users, not 'GSO'-level users)

**Users:**  
[User Groups](#) (Who gets cc'ed on certain emails, fellowship aid letters, ..)  
[Admission Committee members](#) <--- This will automatically add evaluators to the applicants' 'Evaluation' tabs

**Settings:**  
[Main Program Info](#)  
[Settings - Yes/No](#)  
[Settings - Other](#)  
[Email Texts](#)


This section will provide you will a list of all of the checkpoints listed in our daily Integrity Check email. Clicking on the link for a checkpoint will allow you to edit whether or not you wish to receive this notice in future messages.

<a href="#">Configure IC email: Include Unrated Applicant Rejected</a>	Y
<a href="#">Configure IC email: Include Admitted Applicant Rejected</a>	Y
<a href="#">Configure IC email: Include Rated Applicant Withdrawn</a>	Y
<a href="#">Configure IC email: Include Rated Application not Complete</a>	Y
<a href="#">Configure IC email: Include Pending/Complete application after Cutoff</a>	Y

To remove a checkpoint from your program’s Integrity Check you will need to uncheck the box next to the title of the notice and that checkpoint will be removed from your program’s daily email.

(Complete list)

Personal

Change the setting's value: 

**Directions (if needed):**  
Do you wish to receive notices concerning unrated applicants who have been rejected by your program?

Configure IC email: Include Unrated Applicant Rejected:

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