Your profile settings can be accessed by clicking on your name in the upper right corner of Momentum. Make sure to click "Submit" after editing each of the following pages or your changes will not save.

Institutional Profile page:

Login Page: Select which page in Momentum will show when you log into Momentum.

Alternate Email: Add an alternate email address, or add your phone number in this space to receive text messages alerts in addition to emails. Type your number and the respective @ text for your service provider (found by clicking on the phone icon on the right).

Send my Correspondence to: Choose whether you want Momentum emails to go to your @moravian.edu email, an alternate email, or both.

General Overview: Write a general message about the help you provide to students.

My Biography: Give a more detailed background about yourself, viewable by students and other Momentum users.

Appointment Preferences Page:

Minimum Appointment Length: Select the minimum amount of time a student can schedule an appointment. The default and shortest option is 15 minutes.

Scheduling Deadline: Choose if you would like to set a deadline for when an appointment can be scheduled, such as a specific time the night before, the day of, or a set amount time before the appointment slot. The default is no deadline.

My Locations: Add locations where you hold office hours so they can be easily selected when setting up your availability, as well as any instructions or directions a student might need to know when coming to that location.

Calendar Managers: Give a specific Momentum user permission to add or cancel appointments on your calendar. Students are automatically allowed to schedule and cancel appointments within your preset office hours.

Email Notifications Page

Appointment Notifications: Choose if you want to receive reminder emails about upcoming appointments. The default is for emails only to be sent at the moment an appointment is scheduled or canceled.

Sync Google Calendar with Momentum: Checkmark the box labeled "Read busy times from my external Google calendar" and follow the instructions for sharing a private calendar link with Momentum.

Summary Emails: By default, a summary email will be sent to you each morning containing all the tracking information about students with whom you are connected. You can choose to receive weekly summary emails instead of daily ones, or disable summary emails altogether by unchecking both boxes.

Tracking Item Notifications: Choose when emails are sent to you regarding tracking items (flags). The default is set to only when a flag is assigned to you to handle, but you can also choose to receive emails every time a flag is raised on a student you are connected with, or each time a flag is resolved.

Flag Rules: A list of all flags and kudos and in what situations to use them.