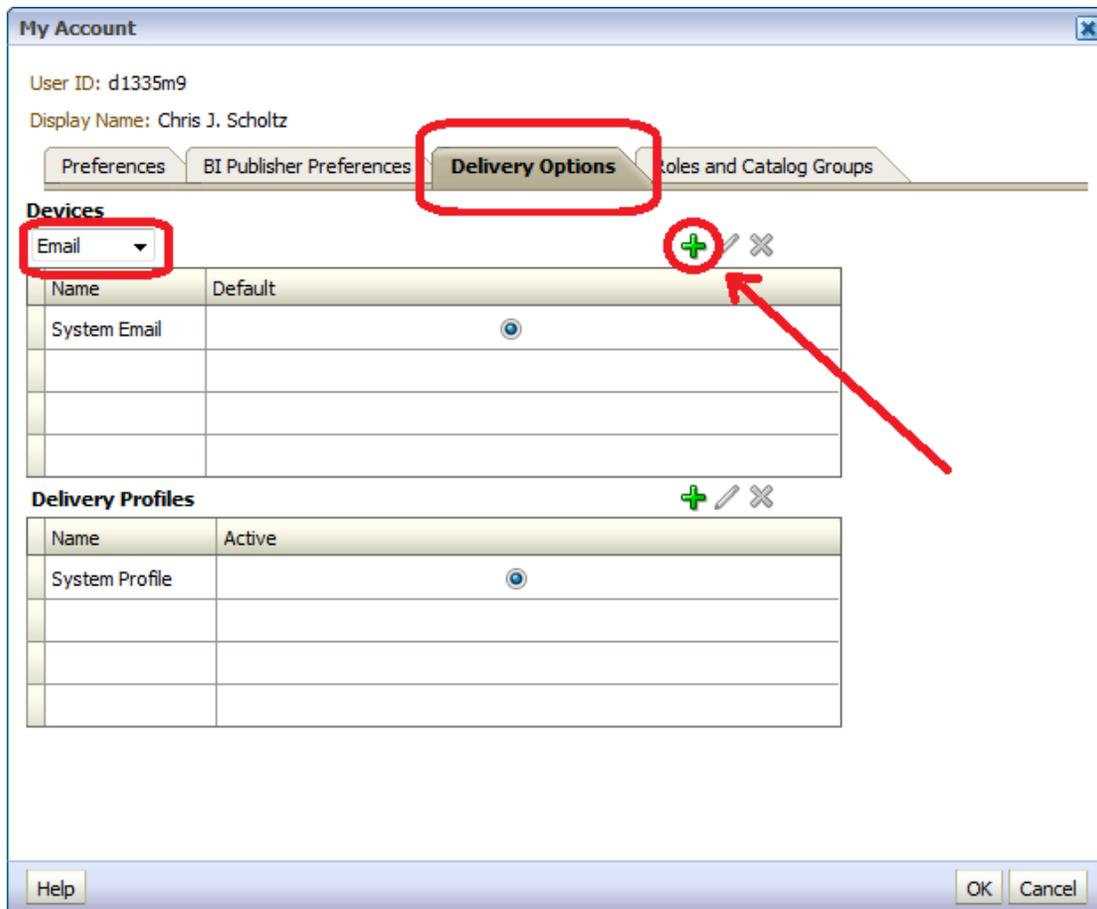


# Delivery Profile Setup

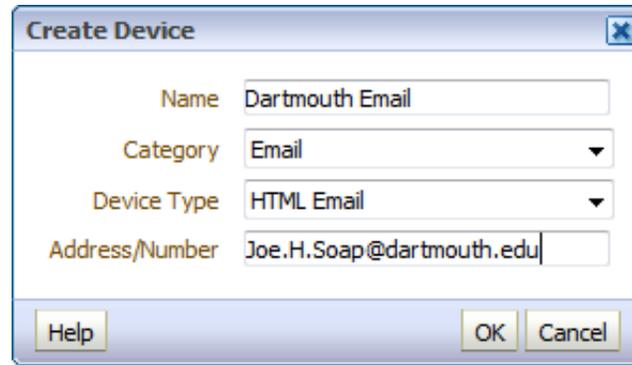
1. After logging into the Dartmouth Web Authentication, you will be in the **IRA home page**. Click your name on the right and go to **My Account**.



2. Select the **Delivery Options** tab and change the Devices to **Email** and click the **green plus** sign to add a new device.



3. Enter the information regarding the device as in the example below and ensure your email is correctly entered. Click **OK** when done.



**Create Device**

Name: Dartmouth Email

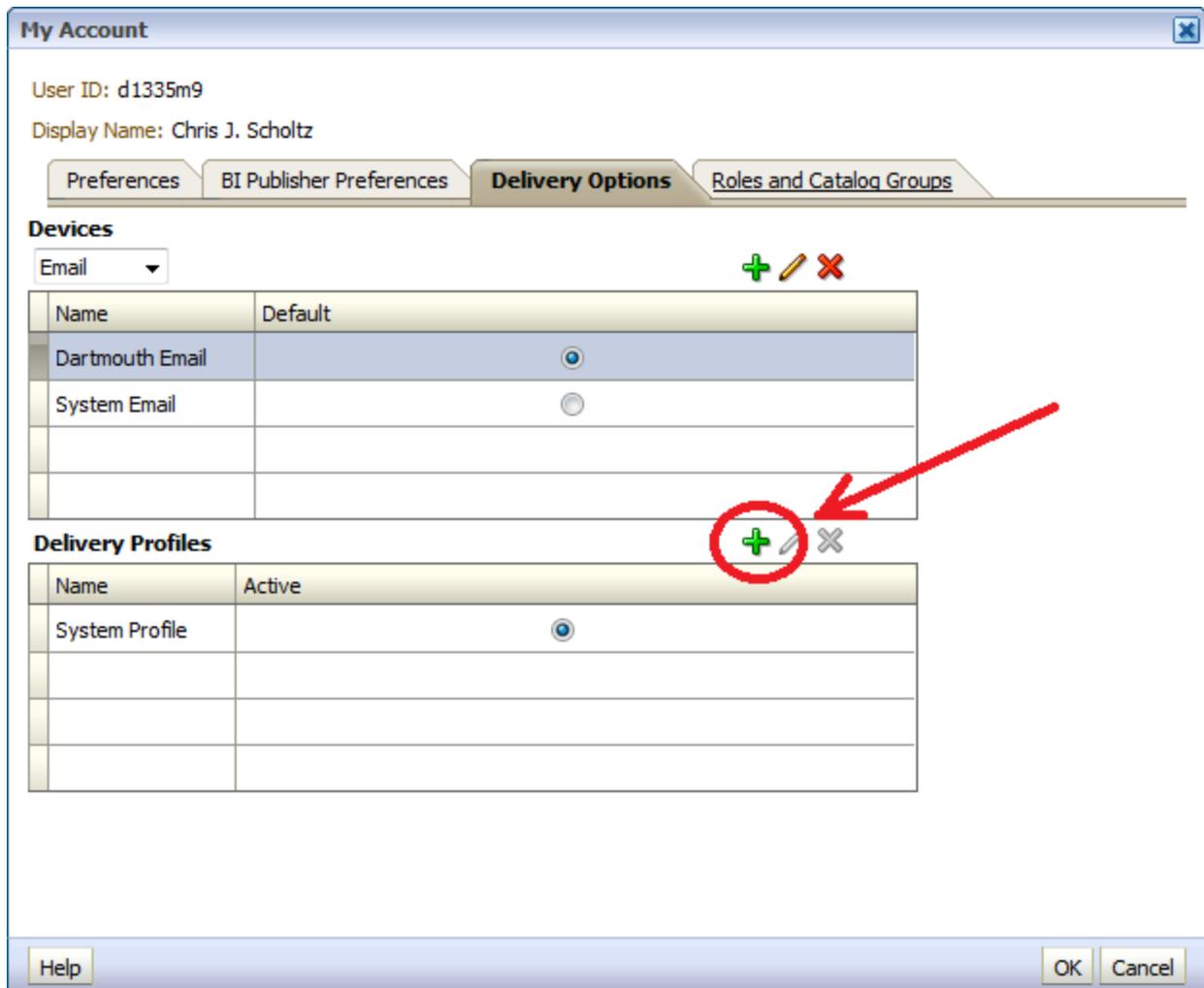
Category: Email

Device Type: HTML Email

Address/Number: Joe.H.Soap@dartmouth.edu

Buttons: Help, OK, Cancel

4. Click on the **green plus** next to the **Delivery Profiles** to add a new profile.



**My Account**

User ID: d1335m9  
Display Name: Chris J. Scholtz

Preferences | BI Publisher Preferences | **Delivery Options** | Roles and Catalog Groups

**Devices**

Email [dropdown] [green plus] [pencil] [red X]

Name	Default
Dartmouth Email	<input checked="" type="radio"/>
System Email	<input type="radio"/>

**Delivery Profiles** [green plus] [pencil] [red X]

Name	Active
System Profile	<input checked="" type="radio"/>

Buttons: Help, OK, Cancel

5. Enter a **name** for your delivery profile and **check all the boxes** next to the device you entered above. Click **OK** when done.

**Create Delivery Profile**

Name: DC Statements

Device Priorities

Device	High	Normal	Low
Dartmouth Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Help OK Cancel

6. Make sure both the Device and Profile you entered is set to be the **default** and click **OK**.

**My Account**

User ID: d1335m9  
Display Name: Chris J. Scholtz

Preferences BI Publisher Preferences **Delivery Options** Roles and Catalog Groups

**Devices**

Email + ✎ ✕

Name	Default
Dartmouth Email	<input checked="" type="radio"/>
System Email	<input type="radio"/>

**Delivery Profiles**

+ ✎ ✕

Name	Active
DC Statements	<input checked="" type="radio"/>
System Profile	<input type="radio"/>

Help OK Cancel