

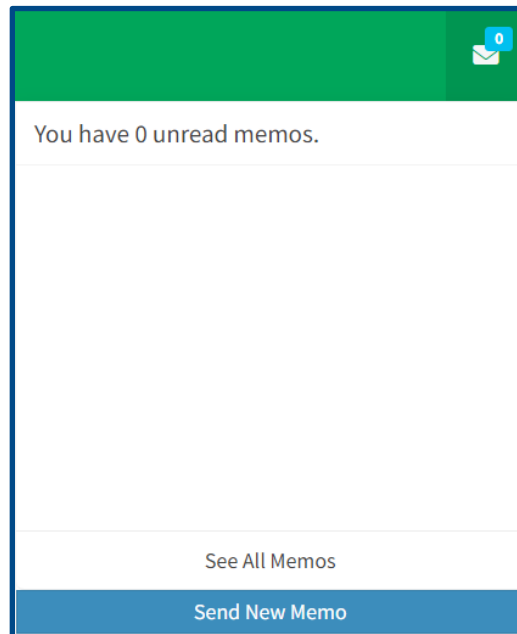
Article 6: How to Review Notifications

How to Review Notifications



To view notifications in Ninth Brain, click on the **Mail Icon** in the top right of the dashboard.

This will show you a list of all unread notifications. If you want to clear a notification from the Mail Icon, click “**See All Memos**”. From here, you can delete individual notifications and view all previous notifications.



Notifications will alert you when a certification is coming due for renewal at 90, 60, 30, 7 and 1 day before expiration and then every day after it has expired.

Email notifications will always be received for a credential approval, denial, and expiration alert. Email notifications are automatically turned on for every user and cannot be turned off.