

Managing Your Canvas Profile and Notification Settings

The default values for your Canvas Profile are imported from Banner. Employees requesting a name change will need to contact Human Resources at 870-972-3454. However, you should be able to freely edit the other fields in your Canvas profile. For instructions on how to add a profile picture, or add something to the Name Pronunciation field, see the following link to the Canvas Basics Guide.

[How do I edit my profile in my user account?](#)

Change Default Contact Options

Canvas will default to your A-State email addresses for notifications, starting with a @smail.AState.edu account if it exists. You can add additional contact options to receive notifications and change the default email address. For instructions on how to update your contact options, see the following links to the Canvas Basics Guide.

[How do I add contact methods to receive Canvas notifications?](#)

[How do I change my default email address in my user account?](#)

Notification Settings

Canvas includes a set of default notification settings you can receive for your courses. However, you can change the default settings by setting your notification settings. These settings only apply to you; they are not used to control how course updates are sent to other users. To learn more about your notification settings, see the following link to the Canvas Basics Guide.

[How do I manage my Canvas notification settings?](#)

Please note that while the default settings should be so that your students receive notifications of announcements immediately, they can edit their own notifications to not receive timely notifications about your course. If students claim to not be receiving notifications, they may need to check the notification settings they have enabled for your course.