

HOW DO I SET UP ALERTS AND NOTIFICATIONS?

Step 1

Go to the
www.scopay.com website
or the SCOPAY Mobile App
and login with your email
address and password



LOGIN

Email Address

Password

LOGIN

Step 2

Select ALERTS at the top right of
the screen

On the SCOPAY app you will find this
under the Menu icon (top left),
SETTINGS, Configure alerts



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[ALERTS 0](#)

[YOUR INFO](#)

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MARC ACKROYD ▾

SCOPAY School

Step 3

Select **CLICK HERE TO
CONFIGURE THE
ALERTS YOU RECEIVE**

ALERTS

**CLICK HERE TO CONFIGURE THE ALERTS YOU
RECEIVE.**