


**Subject:** Action Needed – Enable Text Messaging in TradeSchool

**To Field:** <<Main Email>>

Hello <<Name First>>,

Please follow the steps below to enable SMS notifications:

1. **Log in to TradeSchool** using your internet browser (**not** the mobile app).
  - Login page: Copy your login page link here. This can be found in the settings  
Module> Web Services>Server> Console tab
2. Navigate to **Account** → **Personal**.
3. Check the box labeled **SMS Opt-in**.
4. Click **Save Changes** to confirm.
  -  **Important:** Your selection will **not** be saved unless you click **Save Changes**.
5. Refer to the screenshot below for guidance.

Thank you,  
[Your Name/Office Name]