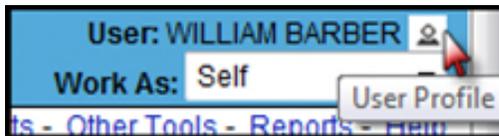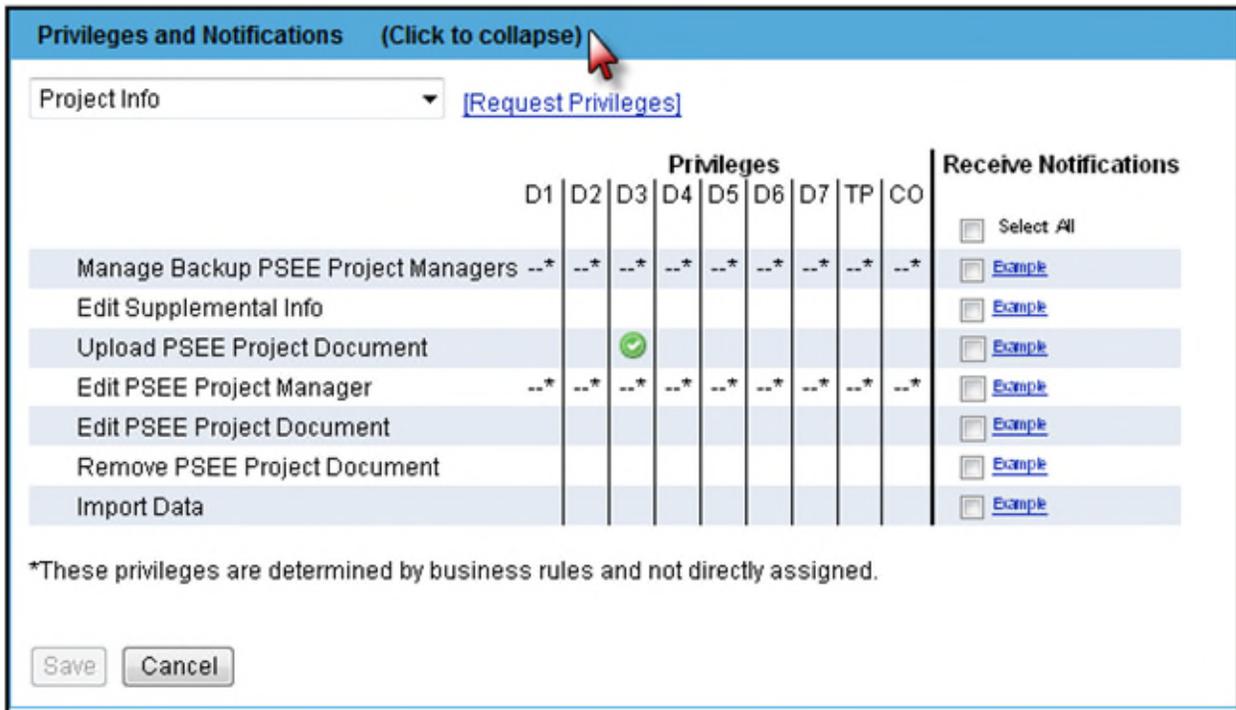# User Profile – Privileges and Notifications

The Privileges and Notifications section of your User Profile provides a summary of which parts of PSEE you have privileges to work within. By default all FDOT Users have access to read the data in PSEE. To create or update data in PSEE requires that you have been granted the privilege (access) to do so. This access is listed in very specific details. In addition, this section gives you the ability to choose the activities you would like to receive email notifications about. (To learn how to subscribe to a project see Notification Subscriptions)

1. Select the **User Profile** icon beside your name in the upper right hand corner.

2.   From the User Profile page select the **Privileges and Notifications** header to expand that section.

The far left column lists the access that can be granted in PSEE. The middle columns indicate the District you have been granted access for. Access to PSEE is granted by the PSEE District Administrator and is managed separately by each District.

- A green check means you have been granted access to complete that activity in PSEE for the listed District. **You can complete that activity for ANY Project in that District.**
- A blank means you have not been granted access to complete that activity in PSEE for that District.
- A dash (--) means that level of access cannot be granted by the District Administrator, but is instead granted based on PSEE Business Rules. For example, only member of the District Administrators group can Update Project Managers.
- *Note: This is a read-only view of your access. Access is not granted on this screen.*

Requesting Access

Access to PSEE is granted by your PSEE District Administrator. If you need additional access in PSEE you may request it using the **Request Privileges** hyperlink.

1. Select the desired module from the Drop Down.
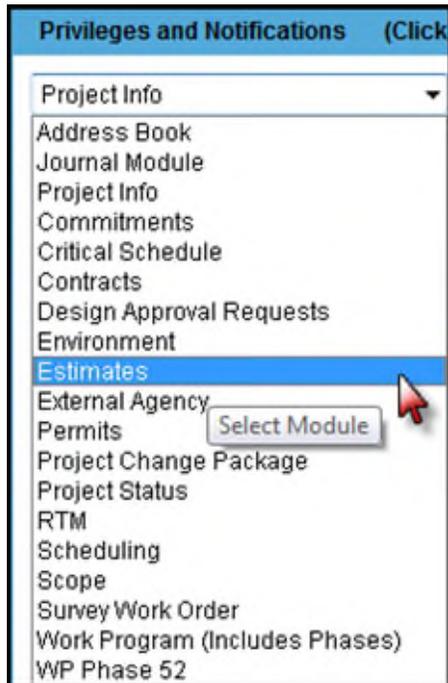
2. With the correct Module selected, select the **Request Privileges** hyperlink located at the top of the Privileges and Notifications section.
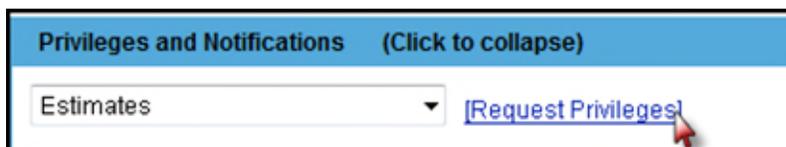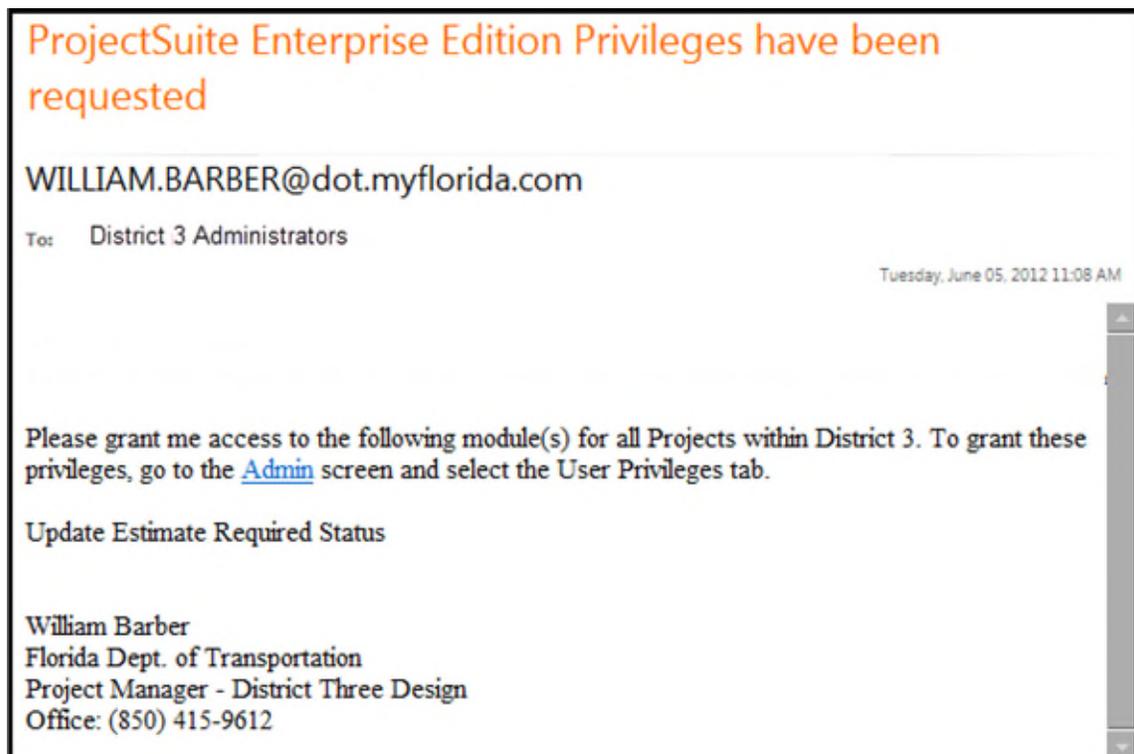
3. A new window appears. Select the additional privileges that are needed. PSEE Access is granted by District, so ensure you are selecting the correct District column. Select the **Request** button when complete.

4. An email will be generated to the appropriate District Administrators.

Project Manager Access

When assigned as the Project Manager for a Project in PSEE, you are automatically granted a default level of privileges for that Project. **That level of access is not reflected in the Privileges & Notifications screen.**

District Administrators have rights to assign Project Managers in PSEE. When assigned as a Project Manager in PSEE you will receive an email with a link to the Project. The project will be seen in the My Projects link.

The PSEE Project Manager is displayed in the PSEE Project Module.

For a list of the default access given to a Project Manager, see the help document Privileges for Project Managers.

Notifications

The Notifications column, on the far right, allows you to choose which emails you would like to receive from PSEE for the Projects you have subscribed to. This column represents your personal notification defaults for PSEE. *If you have delegates assigned, your notifications ARE NOT automatically sent to your delegate.*

1. To receive an email for an activity, click the Receive Notifications box for that activity.
2. To receive all notifications you can click the **Select All** box at the top of the column.
3. Select **Save** at the bottom of the screen to save your settings.

Notification Examples

The Notifications column, on the far right, also provides you with an Example of each of the Notifications. Select the Example hyperlink to view a template of the information that will be provided in the email notification.

Remember: Configuring your Email Notifications is a two-part process.
1. Tell PSEE which emails you want to receive. (Notifications)
2. Tell PSEE which Projects you want to receive email on. (Notification Subscriptions)