Setting your Contact Preferences

Octavo PARTNERSHIP
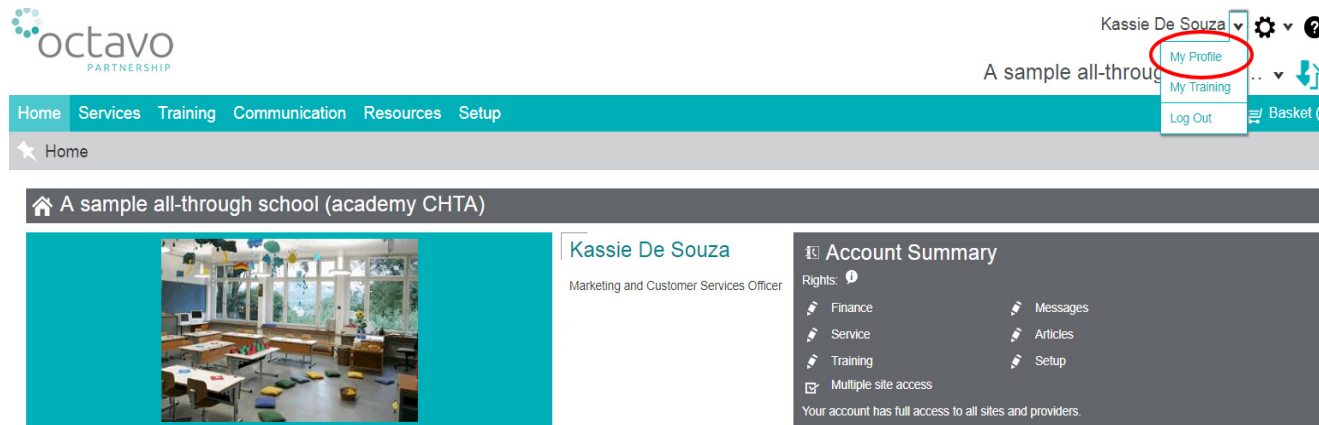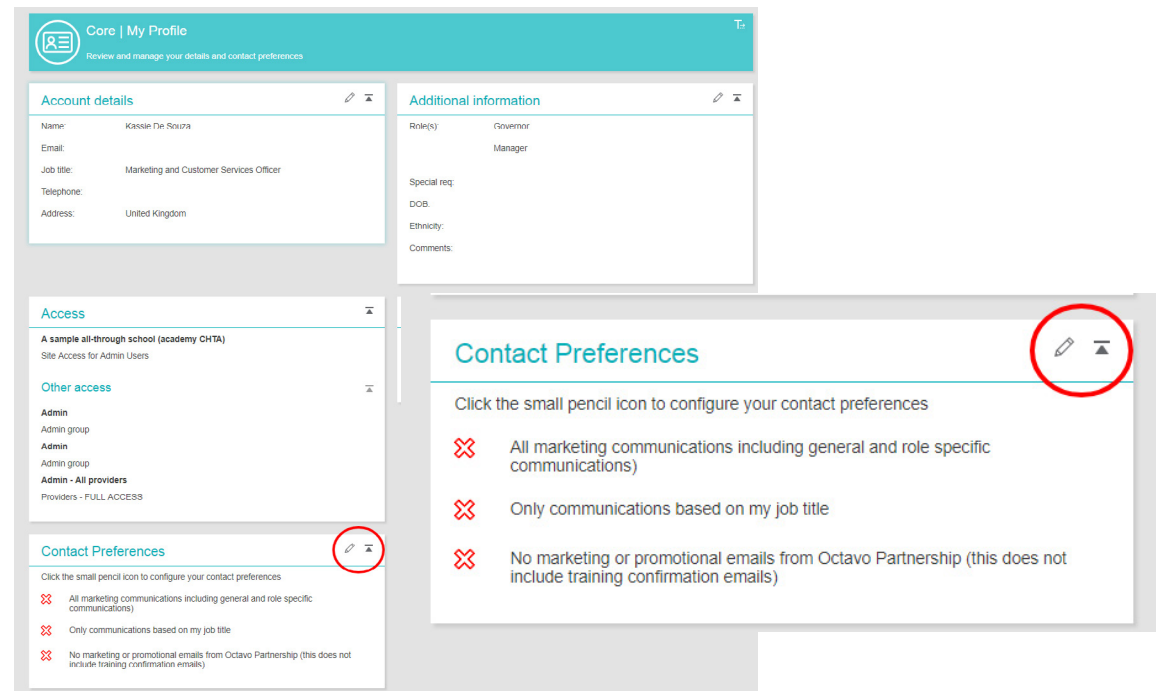
Log into the Octavo portal.

From the homepage select the drop down arrow besides your name, in the top right hand side of the screen.

Click 'My Profile'.

Kassie De Souza

My Profile
My Training
Log Out

A sample all-through...

Home | Services | Training | Communication | Resources | Setup

Home

A sample all-through school (academy CHTA)

Kassie De Souza

Marketing and Customer Services Officer

Account Summary

Rights:

- Finance
- Service
- Training
- Multiple site access
- Messages
- Articles
- Setup

Your account has full access to all sites and providers.

From the 'My Profile' page you can edit your personal details, including contact details, and view your access rights.

To update your contact preferences click the pencil icon of the 'Contact Preferences' box.

Core | My Profile

Review and manage your details and contact preferences

Account details

Name: Kassie De Souza
Email:
Job title: Marketing and Customer Services Officer
Telephone:
Address: United Kingdom

Additional information

Role(s): Governor
Manager

Special req:
DOB:
Ethnicity:
Comments:

Access

A sample all-through school (academy CHTA)
Site Access for Admin Users

Other access

Admin
Admin group
Admin
Admin group
Admin - All providers
Providers - FULL ACCESS

Contact Preferences

Click the small pencil icon to configure your contact preferences

- All marketing communications including general and role specific communications)
- Only communications based on my job title
- No marketing or promotional emails from Octavo Partnership (this does not include training confirmation emails)

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Core | Contact Preferences
Review and update your contact preferences

Contact Preferences

User preferences for marketing purposes.

☐ All marketing communications including general and role specific communications)

☐ Only communications based on my job title

☐ No marketing or promotional emails from Octavo Partnership (this does not include training confirmation emails)

💾 **Save** Save preferences

↩ Cancel changes and go back

We have three levels of contact preferences:

All Marketing
You will receive all Octavo marketing material

Targeted Only
You will only receive marketing only based on your job title.

None
You will receive no marketing material from Octavo

Select your desired contact preferences and click save.

You can update these at any time and we will as a result amend our records as a result.