Delivery Profile Setup

1. After logging into the Dartmouth Web Authentication, you will be in the IRA home page. Click your name on the right and go to My Account.

2. Select the Delivery Options tab and change the Devices to Email and click the green plus sign to add a new device.
3. Enter the information regarding the device as in the example below and ensure your email is correctly entered. Click **OK** when done.

4. Click on the **green plus** next to the **Delivery Profiles** to add a new profile.
5. Enter a **name** for your delivery profile and **check all the boxes** next to the device you entered above. Click **OK** when done.

6. Make sure both the Device and Profile you entered is set to be the **default** and click **OK**.