

SIGN UP FOR EMAIL NOTIFICATIONS

Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the "Tab" key on your keyboard.

Online Services uses a system called ReportWatcher that allows you to sign up to receive email notifications when a report is generated, eliminating time spent monitoring Online Services for test reports. Notification settings expire **one year** after signing up, and will need to be renewed at that point. ReportWatcher will not notify you of this expiration date, so it may be beneficial to set a reminder in your calendar. Please be aware that only one email address can be signed up to receive notifications from ReportWatcher. Any subsequent email addresses entered will override previous sign-ups.

To sign up for this service, start by logging in to your Online Services account at:

<https://w3.oscs.orst.edu/online/>

Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"

The screenshot shows the Oregon State University Seed Services website. The header includes the OSU logo and "Oregon State University Seed Services". Below the header, there are login fields for "E-Mail Address:" and "PIN:", with a "For OSCS Use:" field below. A yellow arrow points to the "I'm not a robot" CAPTCHA checkbox. To the right, under "A. Field Information:", there is a list of 12 options. A blue link at the top right of the page content reads "Please follow the links on the bottom of this page to Seed Certification and Seed Laboratory Websites for the latest updates on COVID-19."

Scroll to section "C. Seed Test Information" and select option "7. Create 'ReportWatcher' List for Test Reports"

This screenshot shows section "C. Seed Test Information:" with a list of seven options. A yellow arrow points to option "7. Create 'ReportWatcher' List for Test Reports".

- 1. Obtain Test Numbers (by Lot Numbers) for Received Samples
- 2. Add CC to Seed Lab Seed Sample Records
- 3. Request Additional Tests for Submitted Samples
- 4. View Purity Test Results
- 5. View Viability Test Results
- 6. Access Seed Lab Test Reports in PDF Format
- 7. Create 'ReportWatcher' List for Test Reports

Enter the email address you would like to receive notifications to, then press **Enter** on your keyboard. A drop-down menu will appear; choose the setting you would like to apply.

For the specific tests option, first select the type of report you would like to receive alerts about, then enter the test number in the **“Test No.:**” field.

Click the **“Add Test Number”** button to add additional lines if needed. Click **“Continue”** to confirm.

Please note: If you have notification requests already set and want to change the settings, you will first need to delete all requests using the **“Delete All Requests”** setting option. Then repeat the steps above to set a new request.