This tutorial explains how you can set your AY account to send you status report emails. These emails will allow you to monitor your applications that are both in-progress and submitted.

If you need any assistance, please don’t hesitate to call the Graduate School Admissions Office and ask for Dean Tsantir (612-625-1303) or Jim Rowan (612-626-7454). You can also reach our front desk at 612-625-2040.

**Step 1:**
Log in to AY and click on update profile

**Step 2:**
Under the **Status Report Schedule** section, simply choose the frequency for each type of report you’d like to have emailed to you.

**That’s it!**

Remember, you can adjust the frequency of status reports whenever you like. For example, several users will set it to daily near their deadline dates, weekly a few months before or after, and may shut it off entirely during the summer months.