

Reasonable **Risk**[™]

Training Module

*Focus Areas: User Profile and
Notifications*

Agenda

Topic – User Profile & Notifications

Profile

- Objectives:
 - Understand how to review the user profile
 - Understand all fields in your user profile
 - Understand how to update the user profile

Screen Narrative: User Profile

Item	Narrative
Purpose(s)	<ul style="list-style-type: none">• To update user overview information• To update scope default• To update notification preferences• To change password
High Level Description	This area is to update the overall notification preferences of the user and to change the password.
Detailed Description/Workflow	<p>There is a long list of notifications that are selectable for email notification and/or for in-application notification. This is configurable by the user based on preference.</p> <p>If the user has multiple scopes they manage, they can select the default scope they want to see upon login.</p> <p>The user can also change their password on this same screen.</p>
How this screen fits into the overall risk lifecycle	This does not impact the risk lifecycle.

Screen Review: User Profile (1 of 2)

Screen: User Profile

Menu Selection: User Profile

Navigation Notes: Upper Right – Click your name – Select PROFILE

Field/Action/Selection	Description	Req?	Best Practice
Overview\Email Address	The email address of the user	Yes	This is the email and the user name of the account.
Overview\Phone Number	The phone number	No	This is not used for any MFA or any other purpose, just contact.
Overview\Title	The title of the user	No	Used for information only.
Scope Access\Select Client	If your organization has multiple scopes, you will select it here. If you only have one scope, it is selected.	No	
Notification Preferences\ Notification Type	Long list of notification types.	No	
Notification Preferences\ Notification Description	Long list of notification descriptions.	No	
Notification Preferences\ Receive Emails	When selected, the user will get an email when the notification type is assigned to the user.	No	It is best to leave these all selected – an ensure that the team does as well!
Notification Preferences\ Receive In-App Notifications	When selected, the user will get an in-app notification when the notification type is assigned to the user.	NO	It is best to leave these all selected – an ensure that the team does as well!

Screen Review: User Profile (2 of 2)

Field/Action/Selection	Description	Req?	Best Practice
Change Your Password\ Current Password	When a password change is desired – this and the next two fields are used like normal change password processes. This is the current password field.	Only when changing password	
Change Your Password\ New Password	Enter new password here.	Only when changing password	Be sure to follow password requirements.
Change Your Password\ Confirm New Password	Enter the new password again here.	Only when changing password	

Screen Visual: User Profile (1 of 3)

Reasonable Risk NOTIFICATIONS ADMIN SUPPORT GLENN STOUT (RR)

Profile | Glenn Stout (RR) SAVE

Overview

Email Address *	Phone Number	Title
gstout@reasonablerisk.com	(847) 123-4557	Principal Consultant

Scope Access

After you select a client, a list of scopes will display that you have access to for that client. To mark your preferred scope for the client (the scope that will be selected by default when you navigate to the client), click the "star" icon next to the applicable scope.

Select Client

New Client 2025

- 2025 Scope
Role: Editor ★

Screen Visual: User Profile (2 of 3)

Notification Preferences

Update your notification preferences below. **Note:** These settings apply to all scopes that you're assigned to.

Notification Type	Notification Description	Receive Emails	Receive In-App Notifications
Assigned To a Task	Receive a notification when you're assigned to a remediation project task.	<input checked="" type="checkbox"/>	
Late Incomplete Tasks	Receive a notification anytime a task is late and incomplete. Note: You will only receive this notification if you have the appropriate permissions for your scope(s).	<input checked="" type="checkbox"/>	
New Comment on a Finding	Receive a notification anytime a comment is added to a finding.		<input checked="" type="checkbox"/>
New Comment on a Risk	Receive a notification anytime a comment is added to a risk.		<input checked="" type="checkbox"/>
New Comment on a Scenario	Receive a notification anytime a comment is added to a scenario.		<input checked="" type="checkbox"/>
New Comment on a Task	Receive a notification anytime a comment is added to a task.		<input checked="" type="checkbox"/>
Open Projects Past Completion Date	Receive a weekly notification listing open projects that are past their estimated completion date. Note: You will only receive this notification if you have the appropriate permissions for your scope(s).	<input checked="" type="checkbox"/>	
Projects Needing Approval	Receive a weekly notification anytime there are projects still requiring approval. Note: You will only receive this notification if you have the appropriate permissions for your scope(s).	<input checked="" type="checkbox"/>	
Task Approaching End Date	Receive a notification anytime a task you are assigned to is about to end.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Task Approaching Start Date	Receive a notification anytime a task you are assigned to is about to start.		<input checked="" type="checkbox"/>
Updates Made to Task	Receive a notification anytime a task that you are listed as a resource on has been updated by another user.	<input checked="" type="checkbox"/>	



Screen Visual: User Profile (3 of 3)

Change Your Password

Please enter your new password below.

Current Password

New Password

Password must meet the following requirements:

Must be at least 8 characters long

Must contain at least 1 uppercase letter and at least 1 lowercase letter

Must contain at least 1 number

Cannot include your username

Must contain at least 1 of the following special characters: ~!@#\$%^&+=`|(){};<>.,?/*

Confirm New Password

Notifications

- Objectives:
 - Understand the various notifications available
 - Understand how to edit the notifications
 - Understand how to read the notifications
 - Understand how to update provided notifications


Screen Visual: Notification Filter

Notifications UPDATE SETTINGS

Filters ^

Notification Description	Timeframe	Related Item	Status	
	Select... ▼	Select... ▼	Select... ▼	× 🔍

Screen Visuals: Notification Indicator and List

2 NOTIFICATIONS

Notifications UPDATE SETTINGS

Filters

Notification Description	Timeframe	Related Item	Status
	Select...	Select...	Select...

X Q

Showing 1 to 16 of 16 entries 25

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First Previous **1** Next Last

<input type="checkbox"/>	Notification Description	Date of Update	Related Item
<input type="checkbox"/>	A new comment has been added by Todd Becker (HALOCK) on Risk 91	3/28/2025 1:51 pm CDT	Risk
<input type="checkbox"/>	A new comment has been added by David Andrew(ACME) on "Develop Product Requirements" task	3/14/2025 2:50 pm CDT	Task
<input type="checkbox"/>	A new comment has been added by David Andrew(ACME) on Risk 53	6/5/2024 2:12 pm CDT	Risk
<input type="checkbox"/>	A new comment has been added by David Andrew(ACME) on "Create TPRM Program Policy" task	6/5/2024 1:49 pm CDT	Task
<input type="checkbox"/>	A new comment has been added by Eric Quinn on Scenario 3	4/5/2024 5:00 pm CDT	Scenario