How to update an email address on an OTF invitation

Log into the MyProgress website (https://siumed.mkmapps.com)

Go to the Assessment tab. Locate the OTF assessment that lists copies sent by email and click on that link.

Y1/Y2/Y3 On-the-Fly Coaching Notes

Set by **Course Admin** on **15 July 2020** **12:06**

2 copies sent by email

There you can update an email address or remind the faculty member. The third option is only for admins.

Y1/Y2/Y3 On-the-Fly Coaching Notes
This assessment was deployed to you on 15 July, 2020

Copies sent by email

Name: Dr. Dela Cruz
A copy was sent to the email jdelacruz@siumed.edu on 15/07/2020 14:25:35.
No current reminders have been sent.
Remind | Update Email Address | Mark ~~Complete~~

Name: Dr. Sliwa
A copy was sent to the email rsliwa@mhsil.com on 15/07/2020 15:55:02.
No current reminders have been sent.
Remind | Update Email Address | Mark ~~Complete~~