Knowledge Base

How to Subscribe to a Post

**Step 1:** Go to https://oatnkb.ohiohighered.org. Enter your username and password assigned to you. If you forgot your password, click on the “Request new password” link beside the Log in tab and enter your email address to have your password reset.

**Step 2:** Once logged in, click on the post you want to subscribe to. Subscription helps to get automatic updates (via email) to a post without having to visit the page to see changes.

**Step 3:** Next, click on the “Subscribe” button. You have now been subscribed to receive email updates for this post.