Site access requests to TAs only

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How can we get Stellar to email only the TA's when someone `requests access to the site'?

Answer

To prevent the instructor from receiving the e-mails requesting access to a site:

1. Please log in to the Stellar site
2. Go to the **Staff List** link on the navigation bar.
3. Click on the link to **Edit Staff Details**.
4. Uncheck the check box that has the option to "receive site access requests" for the instructors listed.
5. Check the check box(es) that has the option to "receive site access requests" for all the TAs.