

UWC PostGrad Portal

EmailJS Setup Guide

University of the Western Cape

Generated: 8 February 2026

Project: Postgraduate Request Portal

Methodology: Design Science Research (DSRM)

Table of Contents

| | |
|---|---|
| EmailJS Setup Guide -- PostGrad Portal | 3 |
| 1. Connect an Email Service | 3 |
| 2. Create a Notification Template | 3 |

EmailJS Setup Guide -- PostGrad Portal

This guide walks you through connecting EmailJS so the Portal can send email notifications (submission alerts, approval notices, deadline reminders, etc.).

Free tier: 200 emails / month, 2 templates. Enough for testing & small departments.

1. Connect an Email Service

1. Open <<https://dashboard.emailjs.com/admin>>
2. Click Email Services -> Add New Service.
3. Choose your provider:
 - * Gmail (easiest for testing) - click Connect Account, sign in with a Google account, grant permission.
 - * Or choose Outlook / SMTP / etc.
4. Name the service something like postgrad_portal.
5. Click Create Service.
6. Copy the Service ID shown (e.g. service_abc1234) -> you'll need it in step 3 below.

2. Create a Notification Template

1. In the dashboard go to Email Templates -> Create New Template.
2. Set Template Name to portal_notification.
3. Paste the following content into the template editor:

```
 {{subject}}  
  
<div style="font-family:Arial,sans-serif;max-width:600px;margin:0 auto;">  
 <h2 style="color:#2563eb;">PostGrad Portal</h2>  
 <p>Dear {{to_name}},</p>  
 <div style="white-space:pre-line;">{{message}}</div>  
 <br/>  
 <a href="{{action_url}}"  
 style="display:inline-block;padding:12px 24px;background:#2563eb;color:#fff;  
 text-decoration:none;border-radius:6px;">  
 {{action_text}}  
</a>
```

This email was sent by {{from_name}}. If you did not expect this message, please ignore it.

- 4. In the To Email field, set it to {{to_email}}.
- 5. Set From Name to {{from_name}}.
- 6. Click Save.
- 7. Copy the Template ID (e.g. template_xyz789).