

UWC PostGrad Portal

EmailJS Setup Guide

University of the Western Cape

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Project: Postgraduate Request Portal

Methodology: Design Science Research (DSRM)

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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).