PCC Full and Associate Member Institutions

Activating Your PCC Directory Profile

Background
The PCC Directory is ready to launch. The PCC Secretariat will be launching the directory in phases over this spring and summer of 2018, so that all members’ profiles are activated by the end of Fiscal Year 2018, which ends on September 30, 2018. That means that the PCC Directory will be fully operative on October 1, 2018, the first day of Fiscal Year 2019.

The PCC Directory will not be used for statistical gathering this fiscal year (October 1, 2017 – September 30, 2018) and nor will it be used for the 2018 PCC elections. Next fiscal year (beginning October 1, 2018) it will be used for both of these purposes.

This document covers the steps you need to take once you have received notification that your institution’s account is activate.

Setting Your Password
You will receive a message like this:

Click on “Click here to reset your password”

You will be directed to the PCC Directory page. Input your temporary password and click on Verify:
The PCC Directory will ask you to “Reset New Password” Create a password that is at least 16 characters long, enter it in the “New Password” and the “Confirm Password” boxes, and click on “Save”:

**Accessing Your Profile**

You will be directed to the main login page. Input your Login ID and your new password. Your login ID is included in the initial email you received (see above). For PCC full and associate level member institutions, the Login ID is your institution’s MARC Organization Code.

Click on “Sign In”:  

Editing Your Profile
You will be directed to your institution profile. There are three areas that are editable:

INSTITUTION DETAILS: Click on the Edit box to access the information. The INSTITUTION DETAILS edit view appears. In the INSTITUTION DETAILS area, please do not edit the Institution Name information.
You may wish to use a different form of name for your institution, but please refrain from making any unnecessary changes to this information until the PCC Directory is fully implemented.

You should input the appropriate:

- Country
- Institution Type
- Utility
- Utility Code

You will notice that the MARC 21 Code box is not editable. This is because the information here is also your unique PCC Directory ID. The PCC Directory relies on the uniqueness of this ID, so it cannot be changed.

**INSTITUTION CONTACT DETAILS:** Click on the Edit box to access the information. The INSTITUTION CONTACT DETAILS edit view appears.

Verify that your name and email in the Primary Contact Information are correct. You can add other information in the Other Information box. This is a free-form box and can be used to record your institution’s address, or other information that you may need when you work in the PCC Directory. You can add back-up contact information in the Secondary Contact Information area. To add a secondary contact, click on the box to the left of Secondary Contact Information, and the data becomes editable:
Click on the Edit button next to **PROGRAMS/FUNNELS**. Verify that your program affiliation is correctly recorded.
Separate contacts for each program your institution belongs to may also be added when editing the **PROGRAMS/FUNNELS** information:

![Institution Profile - Programs / Funnels](image)

**Viewing Requests**
The last box in the **PROGRAMS/FUNNELS** area shows the number of requests you have made in the PCC Directory. For example, a request to join a new funnel, or to become a PCC “stand-alone” member would be reflected here.

![Viewing Requests](image)