PCC Funnel 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.

Because PCC funnels presented a big challenge in configuring the profiles in the PCC Directory, the PCC Secretariat decided to start the launch with funnels and funnel member institutions.

All members of a given funnel will be activated at once in the PCC Directory. When a funnel and its associated members are activated, the funnel coordinator and funnel members will receive notification that they can access their accounts in the PCC Directory.

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 funnel member institutions, the Login ID will be based on your institution’s MARC Organization Code, and will include a suffix to indicate the funnel in which you participate. Please see more information on this in the document, “How Are Funnel Profiles and Funnel Member Profiles Configured in the PCC Directory”

Click on “Sign In”:
Editing Your Profile
You will be directed to your funnel 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 uneditable. 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:
Institution Profile - Contact Details

**PRIMARY CONTACT INFORMATION:**
- **Name:** Paul
- **Email:** pfrank@loc.gov
- **Other Information:** For example, address of institution, or additional information about your institution

**SECONDARY CONTACT INFORMATION:**
- **Name:** First Name, Last Name
- **Email:** Email Address
- **Other Information:**
Finally, click on the Edit button next to **PROGRAMS/FUNNELS**. Verify that your funnel affiliation is correctly recorded.

**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.