

PCC Funnel Coordinators Activating Your PCC Directory Funnel 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.

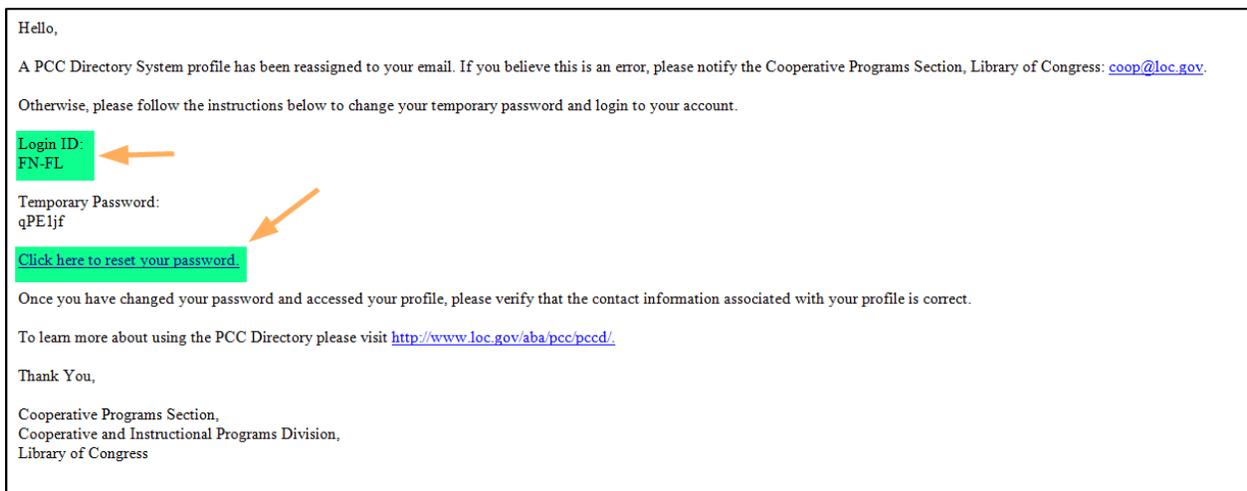
Because PCC funnels presented a big challenge in configuring the profiles in the PCC Directory, the PCC Secretariat decided to start the launch with funnels and funnel member institutions.

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.

Please read the separate document “**How Are Funnel Profiles and Funnel Member Profiles Configured in the PCC Directory**” to understand more about how your funnel will be identified in the PCC Directory.

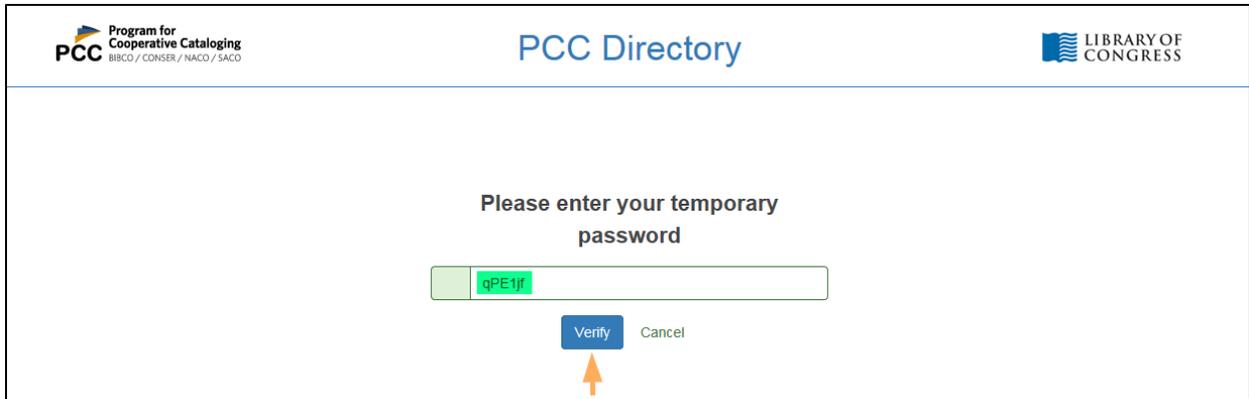
Setting Your Password

You will receive a message like this:

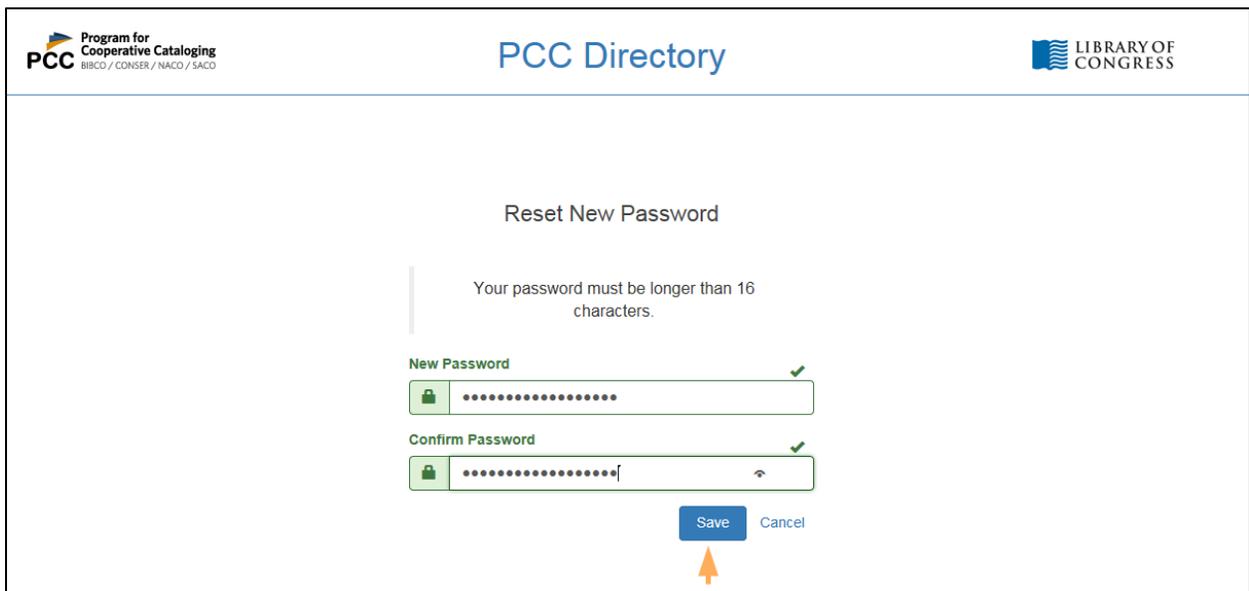


Click on “Click here to reset your password”

You will be directed to the PCC Directory page. Input your temporary password and click on Verify:

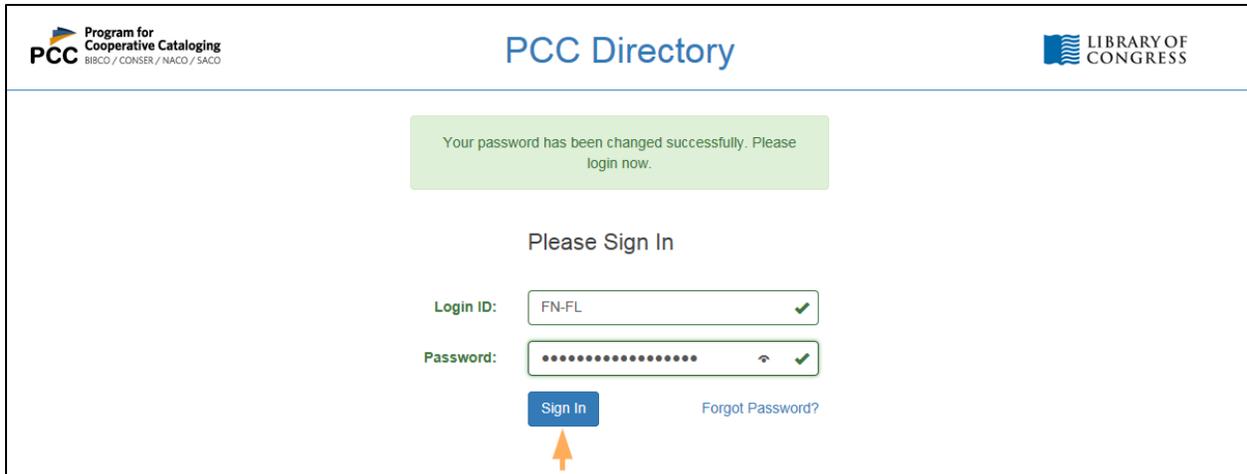


The PCC Directory will ask you to “Reset New Password” Create a password that is at least 16 characters long, enter it in the “New Password” and the “Confirm Password” boxes, and click on “Save”:

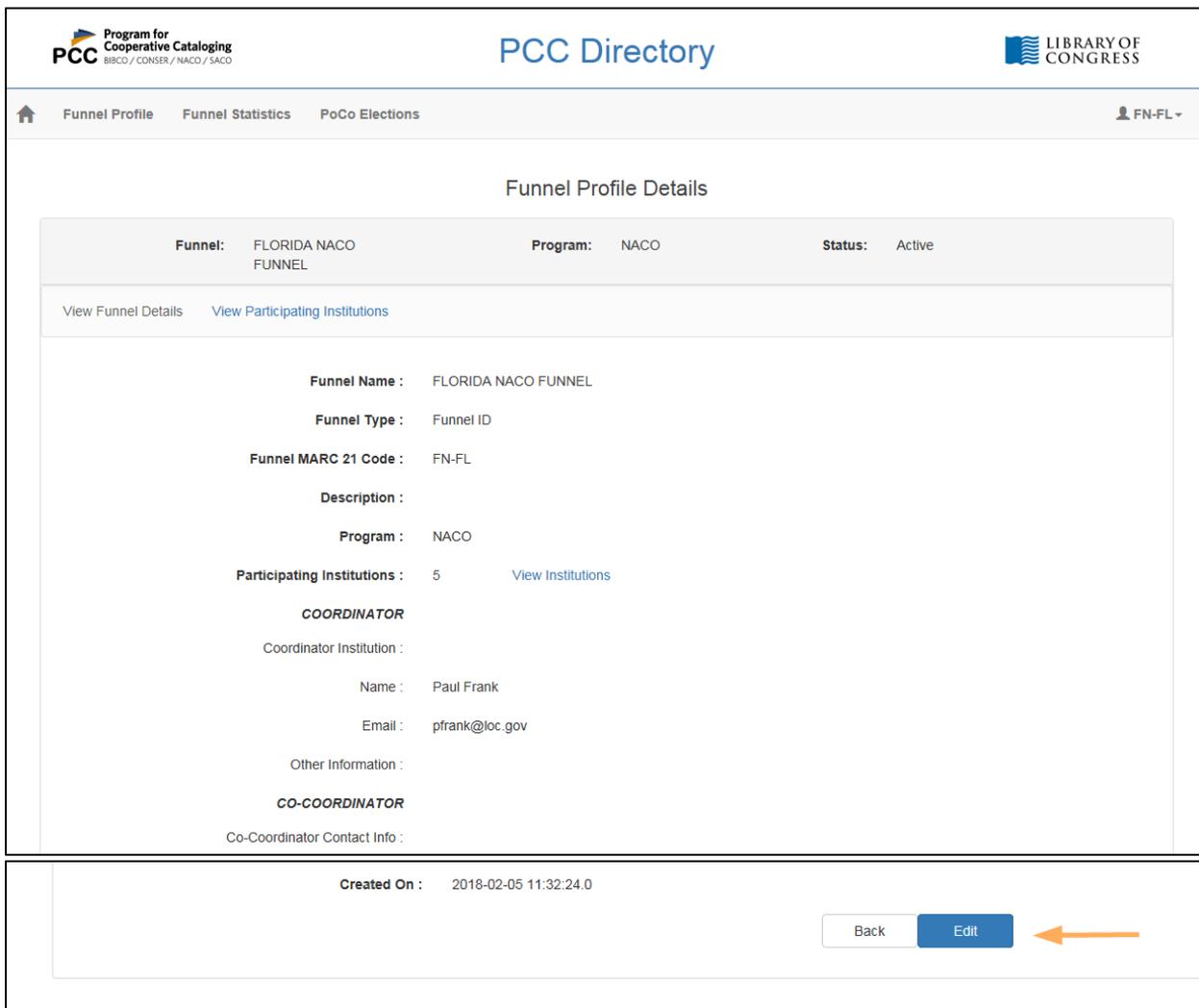


You will be directed to the main login page. Input your Login ID and your new password. Your login ID is included in the initial email you received (see above). For PCC funnels, the Login ID will begin with the upper case letter “F” (to denote Funnel), followed by an upper-case letter representing the program in which your funnel operates (“B” = BIBCO, “C” = CONSER, “N” = NACO, “S” = SACO), followed by a hyphen and an upper-case abbreviation for the actual funnel name. For example, FN-FL = NACO FLORIDA FUNNEL.

Click on “Sign In”:



You will be directed to your funnel's profile. Click on the Edit button:



You will see the Funnel Profile Details page:

Last updated: May 29, 2018

Funnel Profile Details

Funnel: FLORIDA NACO FUNNEL **Program:** NACO **Status:** Active

Funnel Name : FLORIDA NACO FUNNEL

Funnel Type : Funnel ID

Funnel MARC 21 Code : FN-FL

Description :

Program : NACO

COORDINATOR

Coordinator Institution :

Name : Paul Frank

Email : pfrank@loc.gov

Other Information :

CO-COORDINATOR

Co-Coordinator Contact Info :

Created On : 2018-02-05 11:32:24.0

FUNNEL PROFILE DETAILS: Please do not edit the **Funnel Name** information. You may wish to use a different form of name for your funnel, but please refrain from making any unnecessary changes to this information until the PCC Directory is fully implemented.

This information is not editable:

- Funnel Type
- Funnel MARC 21 Code
- Program

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.

You can add or change your Coordinator institution and your name and email. You can also add other information of interest, and the funnel Co-coordinator’s contact information, if your funnel has a co-coordinator.

Save changes when you are done.

Last updated: May 29, 2018

Now you can verify the institutions that participate in your funnel. Click on View institutions:

Funnel Profile Details

Funnel: FLORIDA NACO FUNNEL	Program: NACO	Status: Active
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[View Funnel Details](#) [View Participating Institutions](#)

Funnel Name : FLORIDA NACO FUNNEL

Funnel Type : Funnel ID

Funnel MARC 21 Code : FN-FL

Description :

Program : NACO

Participating Institutions : 5 [View Institutions](#) 

COORDINATOR

Coordinator Institution :

Name : Paul Frank

Email : pfrank@loc.gov

Other Information :

CO-COORDINATOR

Co-Coordinator Contact Info :

Created On : 2018-02-05 11:32:24.0

Back Edit

and a view of the institutions in your funnel will display:

Funnel Profile - Participating Institutions

Funnel: FLORIDA NACO FUNNEL **Program:** NACO **Status:** Active

[View Funnel Details](#) [View Participating Institutions](#)

Sort By : Institution Name **Sort Order :** Ascending [Apply](#)

[Add Institution](#)

Results per Page 10

Showing 1 to 5 of 5 result(s)

Institution Name	MARC 21 Code	Action
Florida State University	FTaSU-FL	Remove
University of Central Florida	FOFT-FL	Remove
University of Florida	FU	Remove
University of North Florida	FJUNF-FL	Remove
University of South Florida	FTS-FL	Remove

[Add Institution](#)

Results per Page 10

Showing 1 to 5 of 5 result(s)

You can Add a funnel member institution by clicking on the Add Institution button, or Remove a funnel member by clicking on Remove to the right of the Institution Name and MARC 21 Code.