

Activating Your PCC Directory Profile

Setting Your Password

When your PCC Directory Profile is activated by the PCC Secretariat at the Library of Congress, you will receive a message such as this:

Hello,

A PCC Directory System profile has been reassigned to your email. If you believe this is an error, please notify the PCC Secretariat, Library of Congress: coop@loc.gov.

Otherwise, please follow the instructions below to change your temporary password and login to your account.

Login ID:
FJUNF-FN-FL

Temporary Password:
v3IA9u

[Click here to reset your password.](#)

Once you have changed your password and accessed your profile, please verify that the contact information associated with your profile is correct.


To learn more about using the PCC Directory please visit <http://www.loc.gov/aba/pcc/pccd/>.

Thank You,


PCC Secretariat,
Policy, Training, and Cooperative Programs Division,
Library of Congress

Click on “Click here to reset your password”.


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

 Program for
Cooperative Cataloging
BIBCO / CONSER / NACO / SACO

PCC Directory



Please enter your temporary password ✓



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”:

Program for Cooperative Cataloging
PCC LIBRARY OF CONGRESS

PCC Directory

Reset New Password

Your password must be longer than 16 characters.

New Password

Confirm Password

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). Generally, for “stand-alone” PCC institutions, the login ID is identical to your institution’s MARC Organization Code; for PCC funnel member institutions, the login ID is based on your institution’s MARC Organization Code, but will include a suffix to indicate the funnel in which you participate. Please see more information about this in the document, [“How Are Funnel Profiles and Funnel Member Profiles Configured in the PCC Directory.”](#)

Click on “Sign In”:

Program for Cooperative Cataloging
PCC LIBRARY OF CONGRESS

PCC Directory

Your password has been changed successfully. Please login now.

Please Sign In

Login ID:

Password:


[Forgot Password?](#)

Editing Your Profile

You will be directed to your profile. There are three editable areas as indicated below:

Institution Profile

Institution: University of North Florida	MARC 21 Code: FJUNF-FN-FL	Status: Active
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INSTITUTION DETAILS Edit 

Institution Name : University of North Florida

Country :


State :

Institution Type :


MARC 21 Code : FJUNF-FN-FL

Utility :

Utility Code :

INSTITUTION CONTACT DETAILS Edit 

Primary Contact Information :

PROGRAMS / FUNNELS Edit 

Programs And Funnels	Program	Membership Level	Funnel
	NACO	Funnel Only	1

INSTITUTION DETAILS: Click on the Edit box to access the information.

You should input the appropriate:

- Country
- State
- Institution Type
- Utility
- Utility Code

Some of this information may already be in the profile, based on what was in your PCC application. Please verify the correctness of any information that is already there.

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 Profile - Institution Details

Institution: University of North Florida	MARC 21 Code: FJUNF-FN-FL	Status: Active
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[Institution Profile](#) [Institution Details](#) [Contact Details](#) [Programs / Funnels](#) [Documents](#)

Institution Name :

Country :

State :

Institution Type :

MARC 21 Code :

Utility :

Utility Code :

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

Institution Profile - Contact Details

Institution: University of North Florida	MARC 21 Code: FJUNF-FN-FL	Status: Active
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[Institution Profile](#) [Institution Details](#) [Contact Details](#) [Programs / Funnels](#) [Documents](#)

PRIMARY CONTACT INFORMATION:

Name :

Email :

Other Information :

SECONDARY CONTACT INFORMATION:

Name :

Email :

Other Information:

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

Last updated: Oct. 20, 2020

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**. This area includes information about the PCC programs in which your institution participates, and its level of membership in those programs. For example, a full-level NACO membership will show as:

NACO Program Member
Delete

Level :

First Name :

Last Name :

Email Address :

A funnel-level NACO membership will show as:

NACO Program Member
Delete

Level : Add Funnel

First Name :

Last Name :

Email Address :

Funnel	Since	Action
NACO FLORIDA FUNNEL	2018-06-19 08:33:59.0	Delete

Please be sure to include contact information in the **PROGRAMS/FUNNELS** area for each PCC program (NACO, BIBCO, CONSER, SACO) to which your institution belongs. The name(s) and email(s) listed in this area may be the same as, or different from, the name and email on the Institution Contact Details page above.

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Viewing Requests

The **DOCUMENTS** tab shows the number of requests you have made through the PCC Directory. For example, a request to join a new funnel, or to become a PCC “stand-alone” member would be reflected here. This area may also include your original PCC membership application, if you joined the PCC after the PCC Directory was implemented in 2018.

The screenshot shows the PCC Directory interface. At the top left is the PCC logo (Program for Cooperative Cataloging) and at the top right is the LIBRARY OF CONGRESS logo. The main header reads "PCC Directory". Below the header is a navigation menu with items: Home, Page, System Admin, Institutions, Funnels, Statistics, Reports, and Elections. The main content area is titled "Institution Profile - List of Documents". It displays the following information:

Institution:	University of North Florida	MARC 21 Code:	FJUNF-FN-FL	Status:	Active
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Below this information is a navigation bar with tabs: Institution Profile, Institution Details, Contact Details, Programs / Funnels, and Documents. The "Documents" tab is active. Underneath the tabs is a sorting section with "Sort By:" set to "File Name" and "Sort Order:" set to "Ascending", followed by an "Apply" button. Below the sorting section, a message states "No files available to display". A "Back" button is located at the bottom right of the content area.