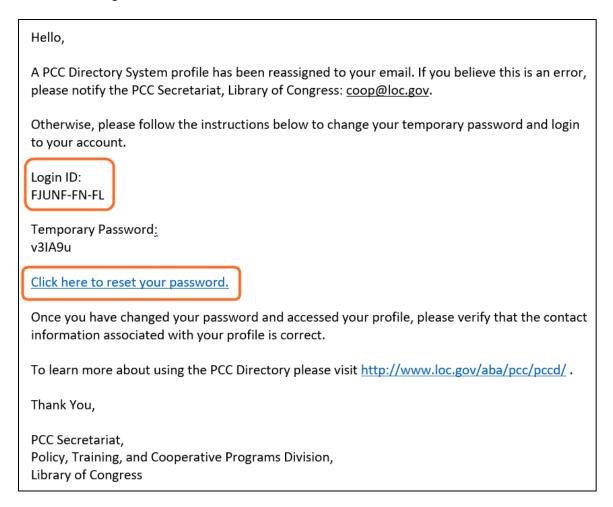


Activating Your PCC Directory Profile

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:

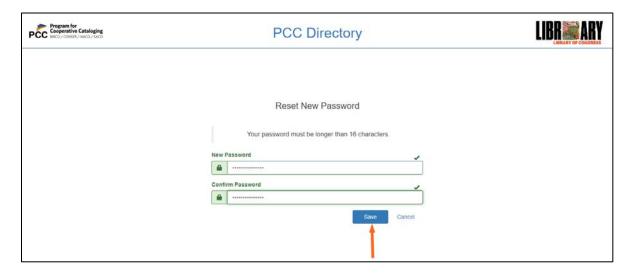


Click on "Click here to reset your password".

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



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

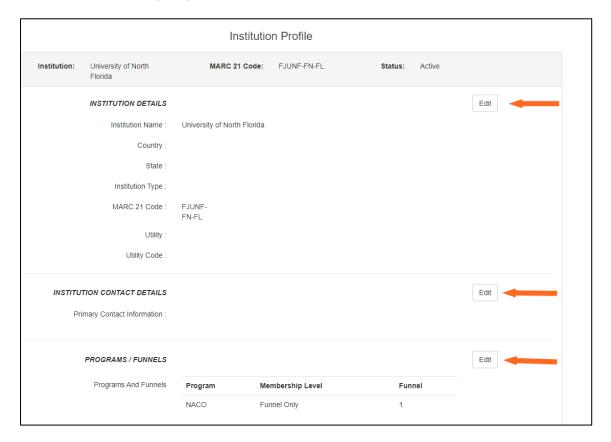
You will be directed to the main login page. Input your Login ID and your new password. Your Login ID is included in the initial email you received (see above). Generally, for "stand-alone" PCC institutions, the login ID is identical to your institution's MARC Organization Code; for PCC funnel member 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":



Editing Your Profile

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



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

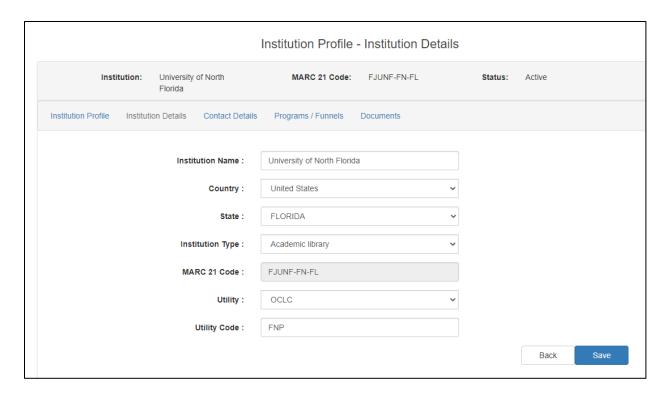
You should input the appropriate:

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

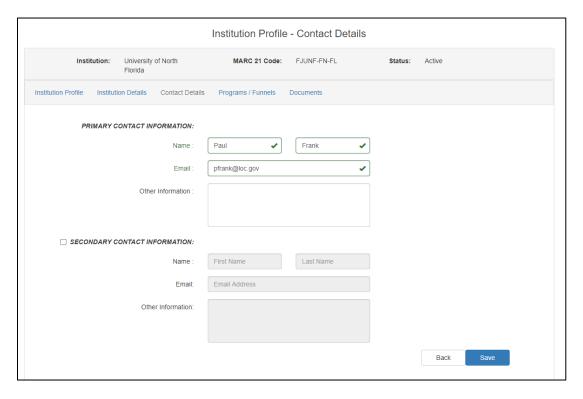
Some of this information may already be in the profile, based on what was in your PCC application. Please verify the correctness of any information that is already there.

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.

Last updated: Oct. 20, 2020



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



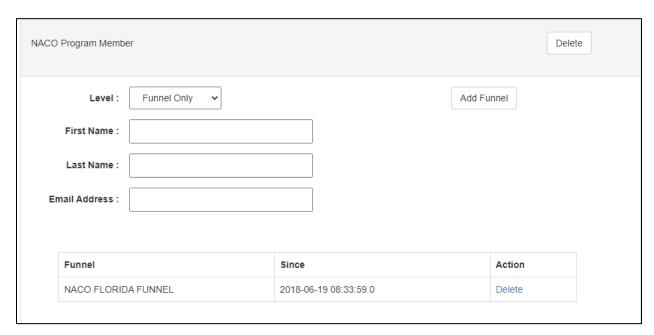
Verify that your name and email in the Primary Contact Information are correct. You can add other information in the **Other Information** box. This is a free-form box and can be used to record your Last updated: Oct. 20, 2020

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:



A funnel-level NACO membership will show as:



Please be sure to include contact information in the **PROGRAMS/FUNNELS** area for <u>each PCC program</u> (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.

Last updated: Oct. 20, 2020

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.

