• Once the process is completed you will get the Thank You screen.

Your information is now successfully updated.

Important Information:

1. The caller ID will display 973-684-6800. Please do not reply to this number.

2. When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.

3. If you missed any part of the message, please stay on the line and press “*” (star) to hear the message again.

Questions or feedback about the system may be directed to pantheralert@pccc.edu.

Panther Alert, the new PCCC Emergency Notification and telephone messaging system, will be used to relay important information to students, faculty and staff. In order to receive these important messages you will need to opt-in to the system and input the phone numbers and e-mail address that you would like us to use.

You may enter your
• home phone number,
• office phone number,
• cell phone number,
up to nine contact methods in total. You may receive voice messages, text messages and e-mails.
**To begin, go to** [www.pccc.edu](http://www.pccc.edu) **and log in to** *MY PCCC ACCOUNT*

**Go to** Panther Alert **tab to log into PCCC’s Emergency Notification System**

**Fill in your 7-character colleague ID* and your PCCC e-mail address and click Sign In. You must use all 7-digits, including zeros.**

**Fill in the phone numbers. Under Call Preferences, indicate the primary contact phone number you would like us to use.**

**If you would like to receive text messages, be sure to fill in a number for the SMS phone number.**

**Once you have filled in all the information, agree to the Terms of Use and the click Update my Information at the bottom of the page.**

**Next you will get a confirmation page, please review the information to be sure it is correct.**

* *Don’t know your Colleague ID?*

When you go to the first page of the portal, click on What’s my ID under Welcome (on left). Fill in name and Social Security Number and hit Submit. Your Colleague ID will come up on the screen. **Be sure to use all 7-digits (including zeros) to log–in.**

If it is correct, click on Yes, This is Correct or if the information needs to be changed No, I need to Edit This.

**The next page will require you to enter the security code that appears on the screen to confirm the information. Please be sure to enter the code exactly as it appears.**