## AlertYC Staff/Student Instructions

- 1. Log into your MyYc account with this link <u>https://apps.yc.edu/account/contacts</u>
  - a. You will need to log in with your YC Credentials
- 2. In the contact fields, you will need to ensure your contact method is current. If it isn't, clear what's in the field and type in your current information and click save.
  - a. Please Note: Even if your information is current, please click save to extend your time receiving alerts.

My Contact Methods: Voice/SMS/Emai	il Primary/Mailing	Address In Case of Emergency			
<b>Q</b> Voice		Text (SMS)		Email (Non-YC)	
(123) 456-7891		(123) 456-7891		test@gmail.com	
Configure Notifications		Configure Notifications		Configure Notifications	
Save	Cancel	Save	Cancel	Save	Cancel

3. Once you click save for SMS or Email, you will receive an email or text message confirming your enrollment.



## AlertYC Yearly Contact Review

- 1. Log into your YC portal <u>https://www.yc.edu/login</u>
- 2. Once you sign in, you will be prompted with the following pop-up. Please click resolve on the contact information.

	Account Notices			× Searc	h Website / myYC	
<u>ddress</u> <u>Study</u>	Please attend to any item items are specific to your of College resources.	Please attend to any items needing to be resolved or updated. These items are specific to your YC account and may affect your access and use of College resources.				
	Policies accepted Please review and confirm	n all your contact information	Review	/ices	Add/Remove Shortcut	
			*	J		
	My Courses	My Account	Office 365 / Drives		Students	
	-				<u></u>	
YC	Academics	Employees	Applicatio	ns	Library	

**3.** Double-check and confirm that your contact information is correct. Press accept to confirm.

YNumber	Your Email Address	I My Profile		🔀 My Email		_ive	Register/Drop Classes	
Balance Due	Programs of Study Flexicash	YC Flexicash D	eposit	### Employee Dashboard		dent Support Services	+ Add/Remove Shortcut	
Please review  Contact Methods	and save each of your co : Voice/SMS/Email	ntact methods belo Primary/Mailing	w to ensure accur	acy. ase of Emergency			Remaining: 5	
Voice			Text (SMS	5)		Email (Non-YC)		
e.g. 999-999-9	999		e.g. 999-999	9-9999		user@example.c	om	
Configure Notificat	ions		Configure Notif	fications		Configure Notification	<u>S</u>	
Account Recove Account verification	and recovery method	On	Academic Ca Academic Calen Drop, Withdraw	alendar Idar Date Reminders (Registration, n, End of Semester, Graduation)	On	Account Recovery Account verification and	I recovery method	
<ul> <li>Accept</li> </ul>	C	ancel	Account Not Receive importa notifications, he	ifications ant student notifications (advising olds, balance due notices, etc.)	On	Emergency Alertin Receive alerts of campus notifications, etc.	g System (alertYC) s closures, emergency On	
			Account Rec Account verifica	OVERY tion and recovery method	On	✓ Accept	Cancel	
			Emergency A Receive alerts of notifications, et	Alerting System (alertYC) f campus closures, emergency c.	On			
			Yavapai Colle Events Receive notifica events	ege Student Activities and tions related to important student	on			
			<ul> <li>Accept</li> </ul>	Cancel				

4. You will receive email or text notifications stating you are enrolled in the AlertYc system.

