

AlertYC Staff/Student Instructions

1. Log into your MyYc account with this link <https://apps.yc.edu/account/contacts>
 - 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/Email | Primary/Mailing Address | In Case of Emergency

Voice

(123) 456-7891

Configure Notifications

Save Cancel Delete

Text (SMS)

(123) 456-7891

Configure Notifications

Save Cancel Delete

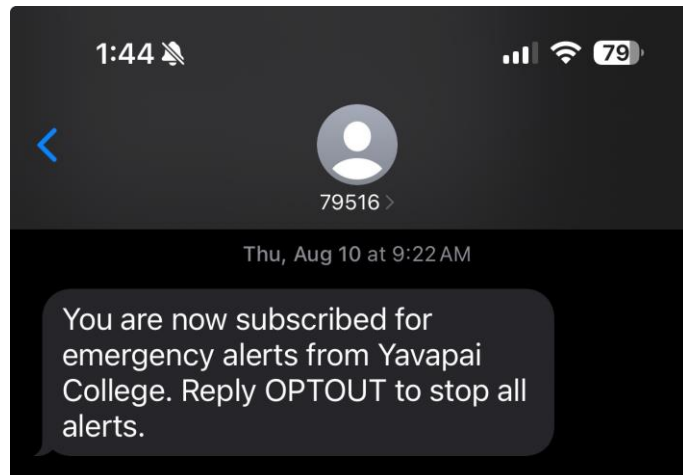
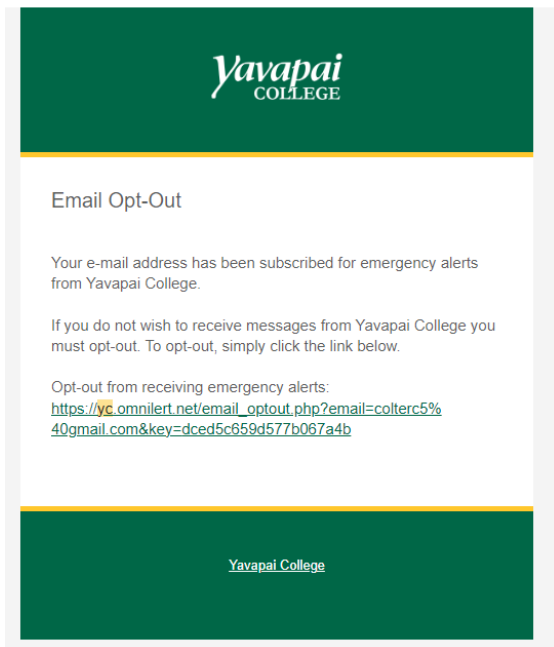
Email (Non-YC)

test@gmail.com

Configure Notifications

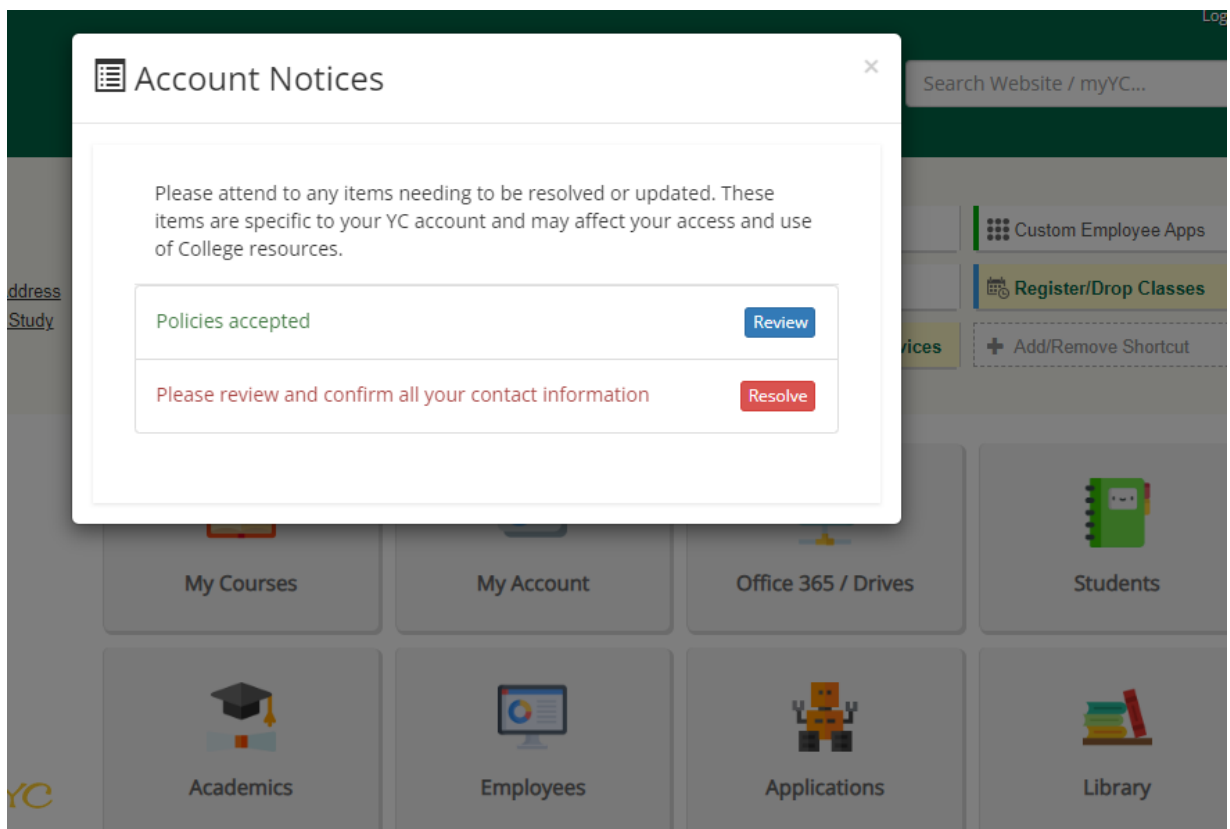
Save Cancel Delete

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



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

YNumber Your Email Address My Profile My Email 25 Live Register/Drop Classes
Your Advisor Programs of Study Flexicash Deposit Employee Dashboard Student Support Services Add/Remove Shortcut
Balance Due Flexicash

⚠ Please review and save each of your contact methods below to ensure accuracy. Remaining: 5

My Contact Methods: Voice/SMS/Email Primary/Mailing Address In Case of Emergency

Voice

e.g. 999-999-9999

[Configure Notifications](#)

Account Recovery
Account verification and recovery method

Text (SMS)

e.g. 999-999-9999

[Configure Notifications](#)

Academic Calendar
Academic Calendar Date Reminders (Registration, Drop, Withdrawn, End of Semester, Graduation)

Account Notifications
Receive important student notifications (advising notifications, holds, balance due notices, etc.)

Account Recovery
Account verification and recovery method

Emergency Alerting System (alertYC)
Receive alerts of campus closures, emergency notifications, etc.

Yavapai College Student Activities and Events
Receive notifications related to important student events

Email (Non-YC)

user@example.com

[Configure Notifications](#)

Account Recovery
Account verification and recovery method

Emergency Alerting System (alertYC)
Receive alerts of campus closures, emergency notifications, etc.

INTERNAL

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

