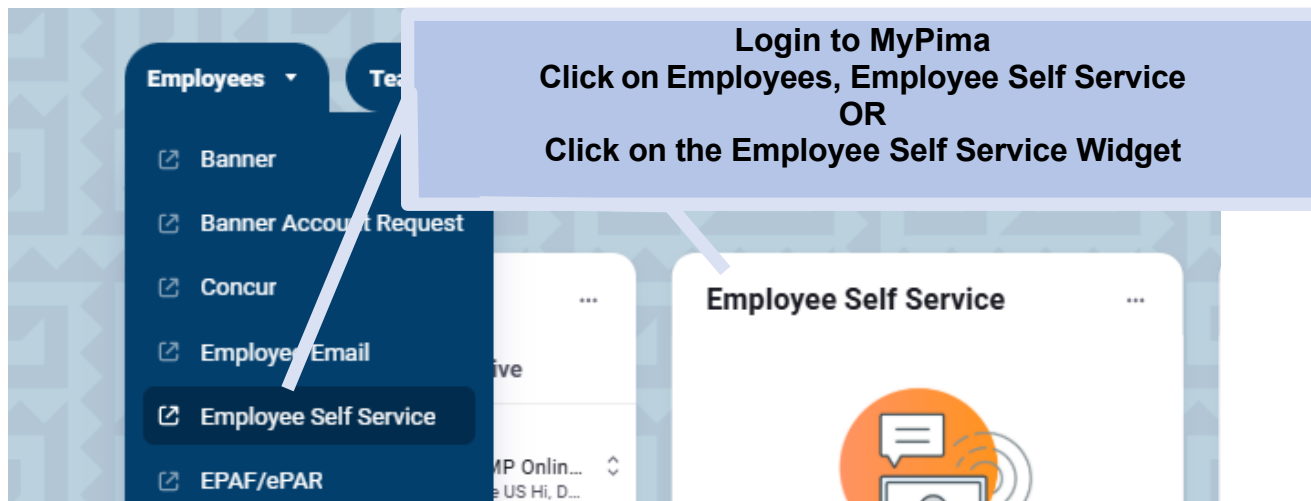
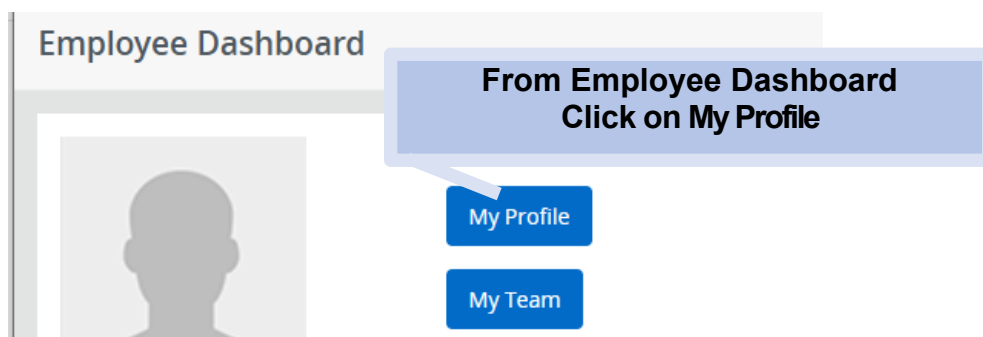


PCCALERT SIGNUP for EMPLOYEES

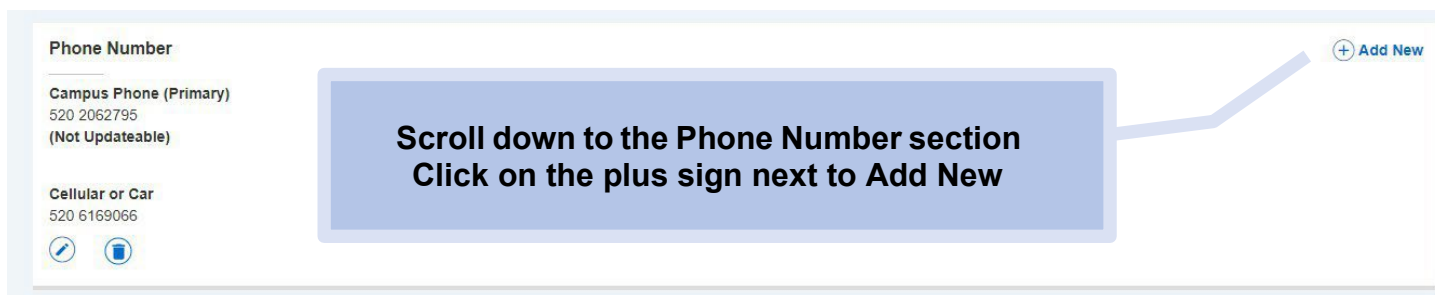




Phones

Campus Phone
520

Scroll down to Phones section
Click on Edit icon



PCCALERT SIGNUP for EMPLOYEES

Add Phone Number

Phone Type
PCCAlert Text

Phone Number
520 999-9999 Extension

International Access Code and Phone Number
International Phone Number

☐ Primary ☐ Unlisted

Add

Under Phone Type: Use the down arrow
Select PCCAlert Text

Enter the Area Code and Phone Number
Do NOT enter an extension

Check Primary

Click on Add

The PCCAlert Text phone number will display
within the Phone Number section.

Phone Number

Campus Phone (Primary)
520 2062795
(Not Updateable)

Cellular or Car

PCCAlert Text
520 9999999

Fax
520 2062736
(Not Updateable)

+ Add New

Click on the person icon to sign
out of Banner when done

Sign Out

ENTERED IN ERROR?

PCCAlert Text
520 9999999

When an incorrect number has been entered,
click on the Trash to delete the number and
add again

Are you sure you want to delete the selected
telephone number?

Cancel Delete

If you have any questions or issues, please contact the Facilities Help Desk at 520-206-2733 or email maintinfo@pima.edu.