

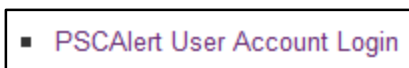
Updating Your PSC Alert Account

You can use the following steps to update your email address, phone number, account settings or renew your account in PSC Alert.

1. Go to www.prairiestate.edu
2. Scroll down to the bottom of the page and click on the [PSC Alert](#) icon.



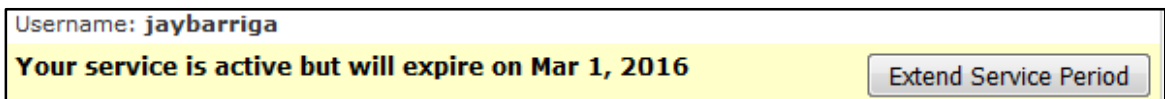
3. Click on the **PSCAlert User Account Login** link.



4. Enter the username and password you used when creating your PSC Alert account.

A login form with a white background and a black border. It contains the following elements: "Username:" label, a text input field, a "Forgot username?" link, "Password:" label, a text input field, a "Forgot password?" link, and a "Login" button.

5. If your account is expiring you will see a message on the Dashboard tab with an **Extend Service Period** button.



6. Click on the **Extend Service Period** button and your account will be extended for 2 years.
7. If you need to update your email address or phone number, click on the **Services** tab.
 - a. Update your phone number for text messaging or voice or update your email address and click the **Add** button.
8. To change which groups you are subscribed to, select the **Groups** tab and subscribe or unsubscribe to the appropriate groups.
9. To change your password or deactivate your account, select the **Account** tab.
 - a. Enter your new password and select the **Update** button.
 - b. To terminate your account, check the box next to **I Agree, Terminate My Account** and click the **Terminate Account Now** button.