



# HOW TO SIGN UP FOR CCC ALERT

***You must be a current employee or student at CCC.***

Go to the [CCC website](#) and in the lower right corner of the webpage under Faculty/Staff, there is:

- [Self Service Banner](#) click on this line to open up your self service page, log in to your account, go to:
- **Personal Information**, go to:
- **Update Address(es) & Phone(s)** Scroll down to where you can see
- **Address and Phones** under phones you will see primary, click on primary, scroll down to:
- **Phone type**, select:
- **Text messaging** and enter your phone number, including area code. (example: 9281231234) then click the:
- **Submit button** below the phone numbers.

This will enter your phone number into the CCC ALERT System.

If you no longer wish to receive CCC ALERT text messages, when you receive a text, reply with: "**STOP**", this will remove you from the CCC ALERT system.

If you have any problems or concerns, stop by Security for assistance. (928)-226-4304