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.

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.