How to Log into BCC's WebAdvisor
# to set your Emergency Notification Options

I. If you HAVE logged into BCC's WebAdvisor before:
1. Go to www.berkshirecc.edu
2. Click on **WebAdvisor** link listed under **Welcome to BCC** halfway down on the right side of the BCC webpage
3. Enter your **User ID**: examples:
   a. Staff or Faculty: mmouse
   b. Student: s0012345
4. Enter your **WebAdvisor** Password
5. Follow the directions on the next page

II. If you've NEVER logged into WebAdvisor before:
1. Go to www.berkshirecc.edu
2. Click on WebAdvisor under Quick Links on the right side of the screen
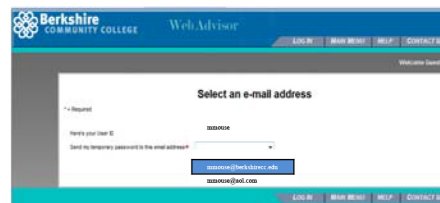3. Click on *I'm New To WebAdvisor*
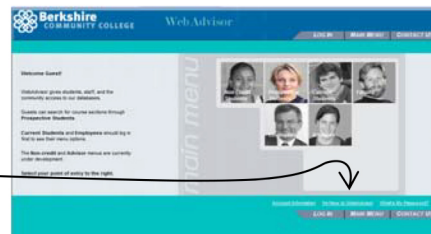
4. Click on **OK**

5. Enter your
   Last Name
6. Enter either your **SS#** or your **Student ID#**
7. Click on the **Submit** button

8. Select an email address to send the temporary password
9. Click on the **Submit** button

10. Once you've received your temporary password
    a. Log into WebAdvisor using temporary password
    b. You must reset your temporary password
       1) Enter your **User ID**
       2) Enter the **temporary password**
       3) Enter your **new** and **confirm** the new password
          i. New password must be at least **6 to 9** characters, **both** alpha **and** numeric
       4) Give yourself a **Hint**
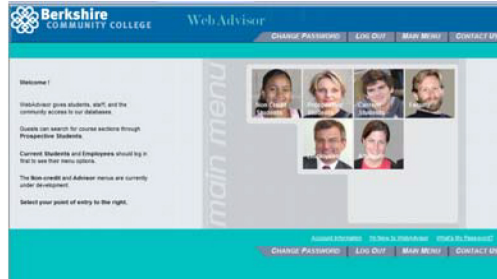   5) Click on the **Submit** button
    c. Follow the directions on the next page to set your Emergency Notification Options
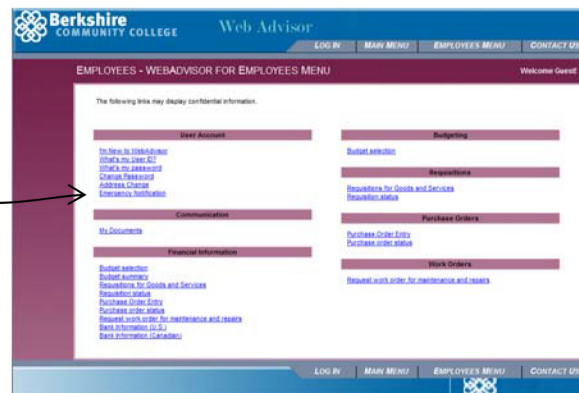
Setting your Emergency Notification Options

I. Log into WebAdvisor and click on the picture of your classification:

1. Faculty will click on **Faculty**

2. Staff will click on **Employees**

3. Students will click on **Students**

4. Under **User Account** click on the **Emergency Notification** link

5. Enter your phone number(s)
    a. ###-###-####
    b. ##########

6. To receive Text Messages you must select your **Cell Phone Carrier**

7. Enter your internet email address(es)

8. Select **Yes** or **No** to notify for all options
    a. *Text*, if Yes you must entered a cell #
    b. *Emergency* = emergency evacuations
    c. *Cancellations* = weather, power outage, etc.
    d. *Test*, if Yes you will receive BCC's test messages

9. Click the **Submit** button

10. If you no longer wish to receive notifications, simply change all "notify" options to "No."

IMPORTANT: Please allow at least one business day for activation.

Example: If you change your options over a weekend those changes will NOT become active until 4PM of the next business day.

Information entered on this web site is for emergency notification purposes only. To change your address, phone number or email address with BCC contact the Registrar's Office in person or in writing, if a student, or Human Resources, if an employee.

What to do when you receive a Notification Message

When the notification system calls your home, work or cell phone (**Note:** caller ID area code will be *615*), you will need to give an auditory response. **The system always requires an auditory response.** This lets the system know if it has reached an individual or an answering machine. You will then get the following:

- *"Hello. This is the Berkshire Community College Emergency Notification System..."*
- The system will speak the notification message
- The system will ask if you need the message repeated
- Please respond promptly when you are required to answer a question.
- Please stay on the line until the system says *"Thank You, Good Bye."*
  - Failure to respond to ALL of the questions will result in delays throughout the entire scenario.
  - Failure to respond to ALL of the questions will also result in you getting a call back by the system.
- When the notification system reaches your answering machine or voice mail it will leave a message and not call back.