

Introduction to the Updated Cyber Communication System (CCS)

You may notice a new look to the CCS as it has recently been updated. The new system maintains all of its previous functions and there are a few enhanced features.

- Users must acknowledge what registration data is allowed to be updated via CCS before they can log in.
- The updated CCS includes increased system and user account security features.
- Security Questions:
 - Once logged in, CCS users are encouraged to set up three (3) security questions. The security questions are used to reset a password if there is no confirmed registered email address.
 - The security questions are not mandatory, but will make password reset more convenient for CCS users.
 - The security questions can be set up by following the link under the Profile button.
- New password requirements:
 - A new password will require three of the following four elements:
 - At least one uppercase character
 - At least one lowercase character
 - A number
 - A special character
 - A password will expire every 90 days.
 - A password must be different than previously used passwords.
 - A password can be changed by following the link under the Profile button.
- Once logged in, CCS users click on the picture icons to add or update specific types of information.
 - **Email Address**
 - **Internet Identifiers**
 - **Phone Numbers**
 - **Employment Address**
 - **University Address**
- The “Home” button returns CCS users to the page displaying all of the picture icons to select any category to view, enter, or update information.
- The “Menu” button allows CCS users to navigate to different update pages.
- When submitting an **Employment Address**:
 - CCS Users are shown an address validation screen to ensure that the submitted address is properly formatted.
 - CCS Users are no longer asked to review and then submit changes; once validated an address is submitted to the Registry.
 - Submitted information will have a status of “Pending Review” until accepted by the Registry; usually this occurs within one business day.
- When submitting a **University Address**:
 - Click the “Add Campus Address” button.
 - In the “Enter University/School” search box begin to type the name of the university; as the name is entered, matching universities/schools will appear.
 - Select the correct university/school from the available list.
 - Choose the “Relationship” to the university/school from the dropdown list (Enrolled, Employed, or Volunteer).
 - Add a “Begin Date” and “Contact information” if available.
- To close an active **Employment Address** or **University Address**, click the “Close” check box and enter an “End Date” for the address; Click the “close address button” and then “confirm” to close the address. Closed addresses have a status of “Submitted Address Updates Pending Review” until accepted by the Registry; usually this occurs within one business day.
- **Email addresses** and **Internet Identifiers** have their own sections.
- When adding an **Email**: click on the “Add Email” button, enter the email address and click the “Save” button. The system will send you a confirmation email to that account. Simply click the link in the email message to confirm your email.

- When adding an **Internet Identifier**: click on the “Add Internet Identifier” button, enter the “Internet Identifier” information and click the “Save” button.
- When adding a **Phone Number**: click on the “Add Phone Number” button, enter the phone number, extension (if necessary), and select the “phone type”, click the “Save” button
- To remove an **Email, Internet Identifier, or Phone Number**: click the “Delete” (trash can) button.