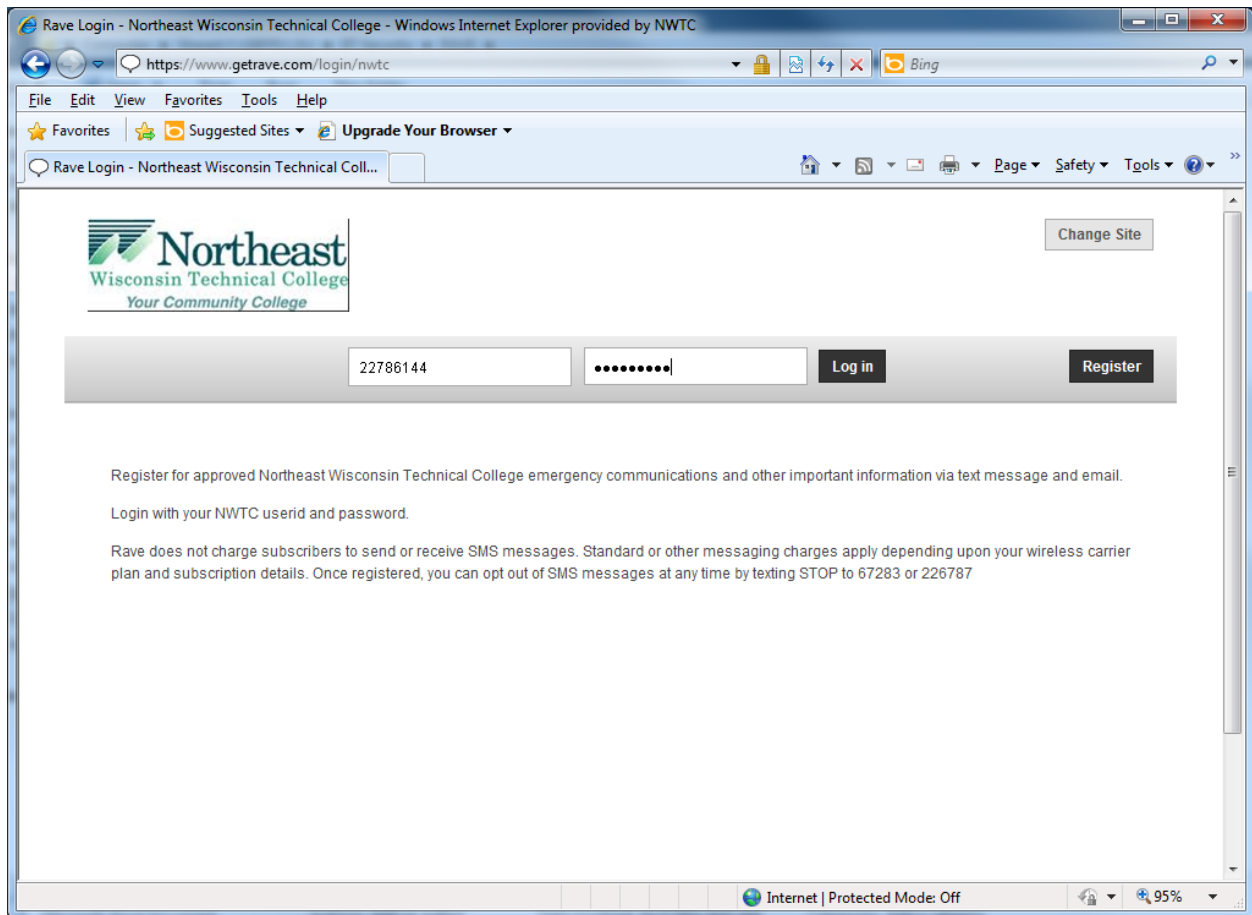


# NWTC Alert Registration Process

This document provides step-by-step instructions for NWTC students, faculty, and staff to complete the registration process for the NWTC Alert System. The system provides a way for NWTC to send emergency notifications to mobile phones and email addresses.

- 1) Visit <https://www.getrave.com/login/nwtc>
- 2) Login with your NWTC userid and password.



The screenshot shows a web browser window titled "Rave Login - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC". The address bar shows the URL "https://www.getrave.com/login/nwtc". The page features the Northeast Wisconsin Technical College logo with the tagline "Your Community College". Below the logo is a login form with two input fields: one for the user ID (containing "22786144") and one for the password (masked with dots). To the right of the password field are "Log in" and "Register" buttons. A "Change Site" link is located in the top right corner. Below the login form, there is a registration notice: "Register for approved Northeast Wisconsin Technical College emergency communications and other important information via text message and email. Login with your NWTC userid and password. Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787". The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a 95% zoom level.

- 3) After logging in for the first time, you will be prompted to create your account. Your Registration Email should be pre-populated with your NWTC email address.

The screenshot shows a web browser window titled "Rave Registration Create Account - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC". The address bar shows the URL: <https://www.getrave.com/alerts/register/getUserInfo.do?remotelyValidated=0&registrati...>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a Favorites bar, and a toolbar with icons for home, back, forward, stop, print, and search. The page content features the Northeast Wisconsin Technical College logo with the tagline "Your Community College". A progress bar at the top of the form area shows five steps: "Validate User", "Create Account" (highlighted in green), "Confirm Mobile Carrier", "Confirm Mobile Number", and "Finished!". Below the progress bar, the heading "Create Your Account" is followed by the text: "You are currently registering for an account with Northeast Wisconsin Technical College. If this is not your organization [click here](#)." The form contains four input fields: "First name" with the value "Nwtctest", "Last name" with the value "Faculty", "Registration Email" with the value "rave.faculty@mymail.nwtc.edu", and "Mobile Number" which is currently empty. The status bar at the bottom of the browser indicates "Internet | Protected Mode: Off" and a zoom level of "95%".

**Northeast Wisconsin Technical College**  
Your Community College

Validate User **Create Account** Confirm Mobile Carrier Confirm Mobile Number Finished!

**Create Your Account**

You are currently registering for an account with Northeast Wisconsin Technical College.  
If this is not your organization [click here](#).

First name  
Nwtctest

Last name  
Faculty

Registration Email  
rave.faculty@mymail.nwtc.edu

Mobile Number

- 4) Scroll down to enter your Mobile Number and Preferred Email. Your Preferred Email must be different than your Registration (NWTC) Email.

Rave Registration Create Account - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC

https://www.getrave.com/alerts/register/getUserInfo.do?remotelyValidated=0&registrati...

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Upgrade Your Browser

Rave Registration Create Account - Northeast Wi...

Mobile Number

123-456-7890

Re-enter Mobile Number

123-456-7890

Preferred Email

personalemail@company.com

Your Preferred Email address may not be the same as your Registration Email address.

**Terms of Use**

Version: 1.12 2011-09-13 15:39:55

Date of Last Revision: March 2011

These Terms of Use (the "Terms") describe the terms under which you may access and use the mobile and web-based messaging and telecommunication services (the "Services") provided by Rave Wireless, Inc. ("Rave") and, if applicable, the client of Rave who has licensed certain applications from Rave and through which you were granted access to the services (the "Client").

The Services are a set of applications accessed through the web or mobile devices, the features of which vary based on which applications are licensed and to which you are granted access to and for which you register. These Terms may be modified by Rave at any time without prior notice. Changes to the

☒ I have read and agree to the Rave Terms of Use

Proceed to Next Step Cancel

Internet | Protected Mode: Off 95%

5) Accept the Terms of Use and click Proceed to Next Step.

- 6) Confirm your mobile carrier. If it is not listed, click “My carrier is not listed”. When your carrier is correct, click Proceed to Next Step.

Rave Registration Confirm Mobile Carrier - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTc

https://www.getrave.com/alerts/register/viewConfirmCarrier.do?rst=JUYzJThGJTg4cyVGc

File Edit View Favorites Tools Help

Favorites Suggested Sites Upgrade Your Browser

Rave Registration Confirm Mobile Carrier - North...

Help

**Northeast Wisconsin Technical College**  
Your Community College

Validate User Create Account **Confirm Mobile Carrier** Confirm Mobile Number Finished!

**Confirm Your Mobile Carrier**

Your Mobile Number:  
920-615-7129

Confirm Your Carrier:

Cellcom

[Cancel](#)

[Privacy Policy](#) [Terms of Use](#) [Help](#)

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**Rave**  
Mobile Safety

Internet | Protected Mode: Off 95%

- 7) The system will send a text message to your mobile phone that includes a four digit number. You will need to enter this four digit number on the page below and click “Finish” to confirm your mobile phone.

Rave Registration Confirm Mobile Number - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC

https://www.getrave.com/alerts/register/confirmCarrier.do

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Upgrade Your Browser

Rave Registration Confirm Mobile Number - Nort...

Help

**Northeast Wisconsin Technical College**  
Your Community College

Validate User Create Account Confirm Mobile Carrier **Confirm Mobile Number** Finished!

### Confirm Your Mobile Number

Please enter the 4-digit code that we've texted to 920-615-7129 (Cellcom).  
If you don't receive the text, you can [request a new one](#). If carrier is incorrect, [click here to modify](#).

Enter 4-digit code:

8535

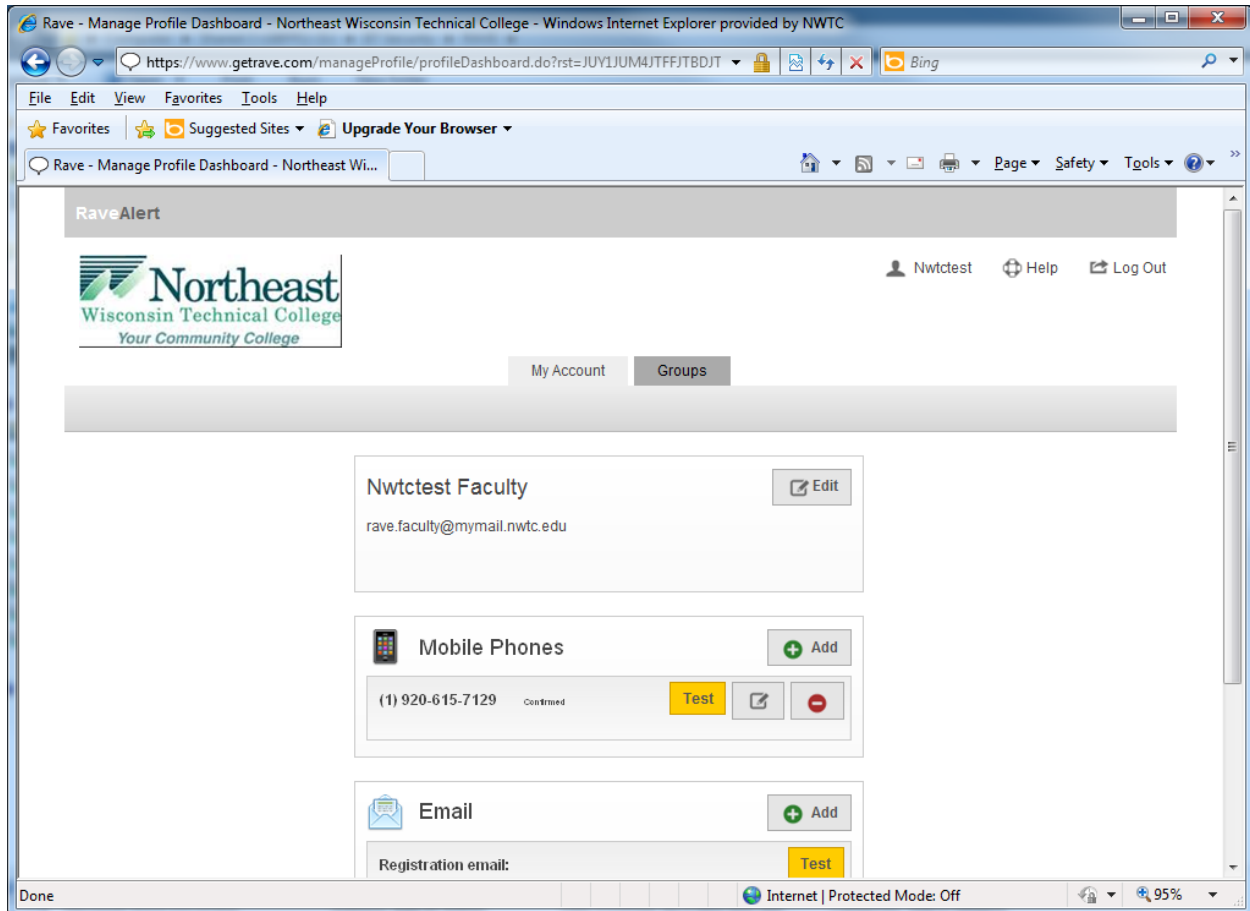
Failure to receive a confirmation code during mobile registration may be due to a premium messaging block placed by your carrier. If you do not receive a confirmation code, please contact your carrier and ask to have messages from shortcode 67283 and 226787 delivered to your mobile device.

**Finish** Skip, I'll enter code later

Privacy Policy Terms of Use Help

Internet | Protected Mode: Off 95%

- 8) Your account is now setup to receive NWTC Alerts. From the My Account tab, you can add, remove, or change your mobile phones and email addresses.



- 9) If you would like to receive alert messages that are specific to the Marinette Campus, the Sturgeon Bay Campus, or a Regional Learning Center, you will need to join the appropriate group(s). You will not need to join a group to receive messages for the Green Bay Campus; all users will receive alert messages for Green Bay. To join a group, click the Groups tab.

- 10) On the My Groups sub-tab, you see a list of all the groups for which you are a member. Click on Find Groups to see the available groups.

Rave - My Groups - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC


https://www.getrave.com/groupMgt/Groups.do?rst=JUYzJThGJTg4cyVGQyVDQSU4MSVC

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Upgrade Your Browser

Rave - My Groups - Northeast Wisconsin Technic...

RaveAlert

 Nwtctest Help Log Out

My Account Groups

My Groups Find Groups

You are here: [Groups](#) > My Groups

**General Info**

Invitations: Groups that you have been invited to join. Click on the Group name to respond.

Official Groups: Groups that represent an official communication channel. Joining an official group moves it to the "My Groups" list; the Official Groups list contains only those official groups you have not yet joined.

My Groups: Groups of which you are already a member.

**My Groups**

Type	Role	Groups (click for details)	Text	Email
Resource	Member	Northeast Wisconsin Technical College Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

Internet | Protected Mode: Off 95%

11) Click on the group name that you wish to join.

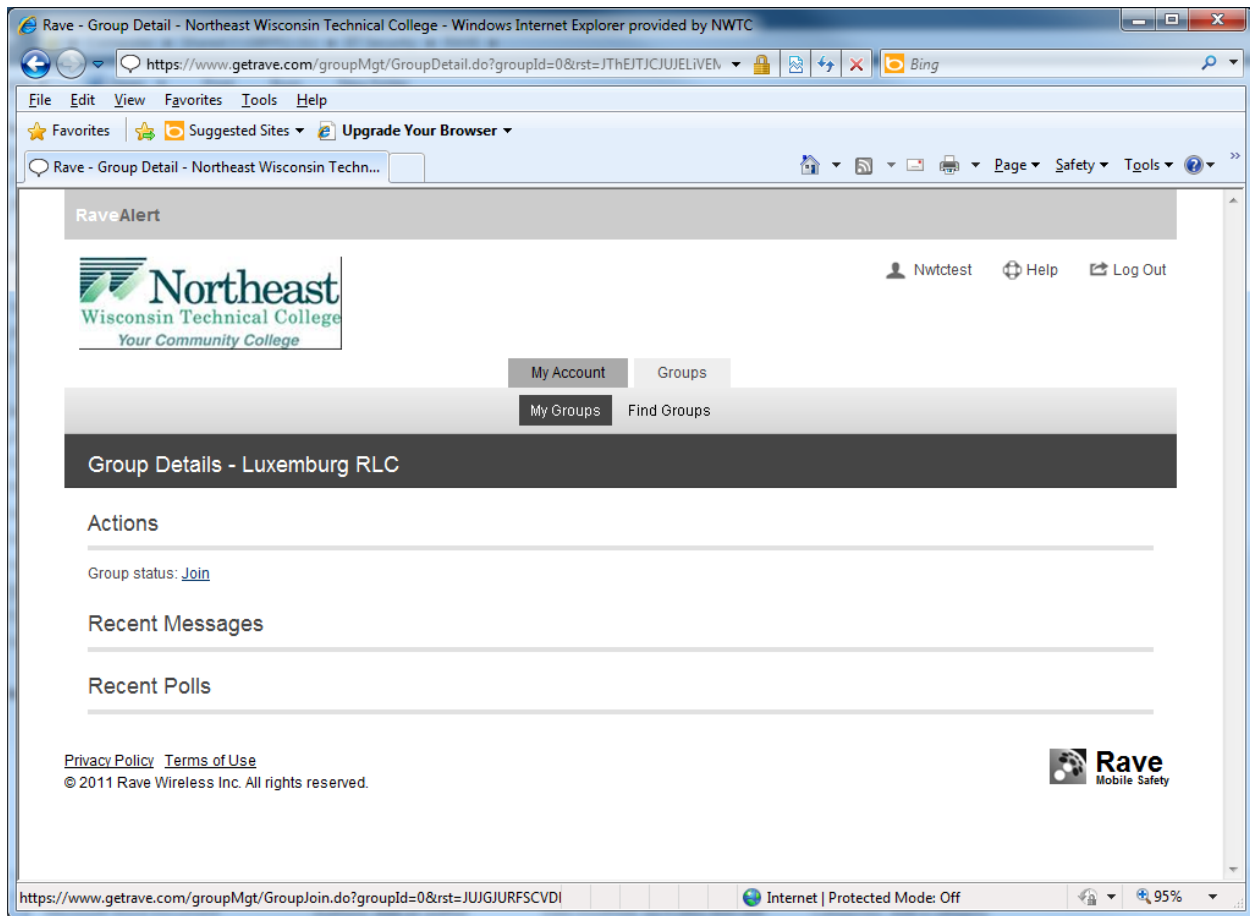
The screenshot shows a Windows Internet Explorer browser window with the address bar displaying a URL from getrave.com. The page title is 'Rave - Find Group - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTCTC'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows the URL: https://www.getrave.com/groupMgt/GroupSearch.do?rst=JUYzThGJTg4cyVGQyVDQSU4. The page content includes a 'RaveAlert' banner, the Northeast Wisconsin Technical College logo, and a user profile for 'Nwtctest' with links for Help and Log Out. Below the logo, there are tabs for 'My Account' and 'Groups', with sub-tabs for 'My Groups' and 'Find Groups'. The 'Find Groups' tab is active, showing a search bar with the text 'Find Group'. Below the search bar, there is a search instruction: 'To search for groups, enter search terms and press "Search" or "Show All"'. A search bar with a 'Search' button and a 'Show All' button are present. Below the search bar, there is a note: 'Use wildcard characters (\*) to widen your search. Ex.: \*smith\* could return "Joe Smith" and "Smithsonian"'. A table lists the search results:

Type	Posts	Official	Keyword	Group (click for details)
Group	3		Crivitz	<a href="#">Crivitz RLC</a>
Group	0		Luxemburg	<a href="#">Luxemburg RLC</a>
Group	0		Marinette	<a href="#">Marinette Campus</a>
Group	0		Niagara	<a href="#">Niagara RLC</a>
Group	0		Oconto Falls	<a href="#">Oconto Falls RLC</a>

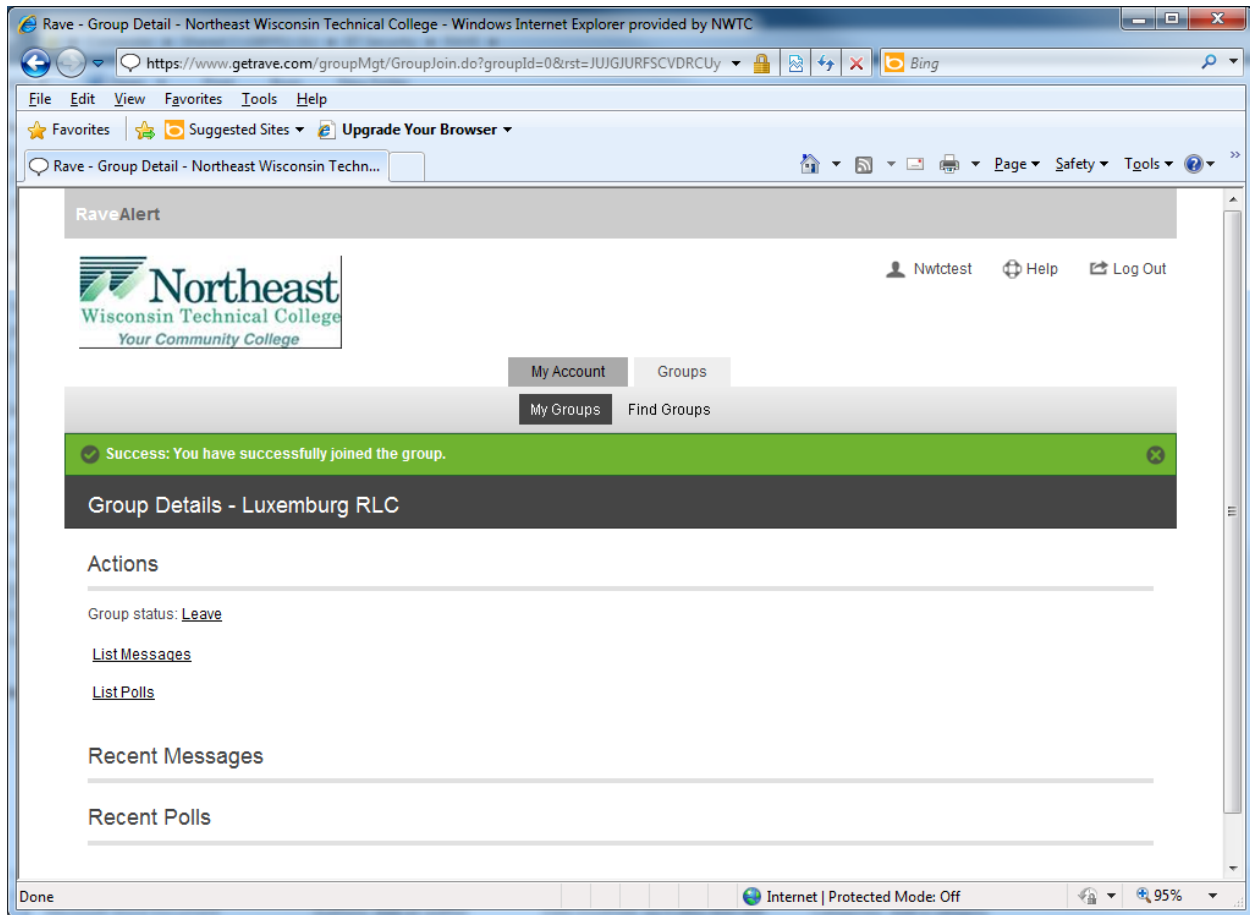
The browser's status bar at the bottom shows 'Internet | Protected Mode: Off' and a zoom level of 95%.



12) Click Join to become a member of the group.



13) You are now a member of the group and will receive its alerts.



14) From this point you can return to the Find Groups sub-tab and add additional groups, or you can return to any of the other tabs and continue managing your account. When you are finished using the system, click Log Out in the upper right hand corner.