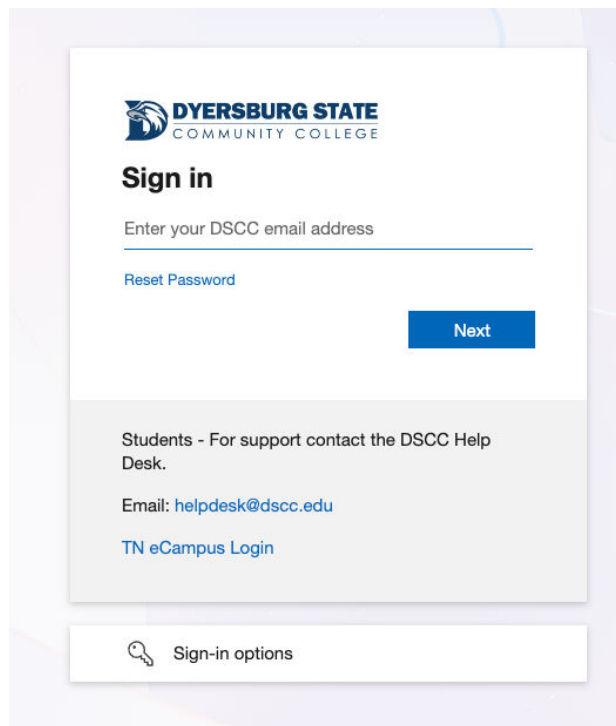


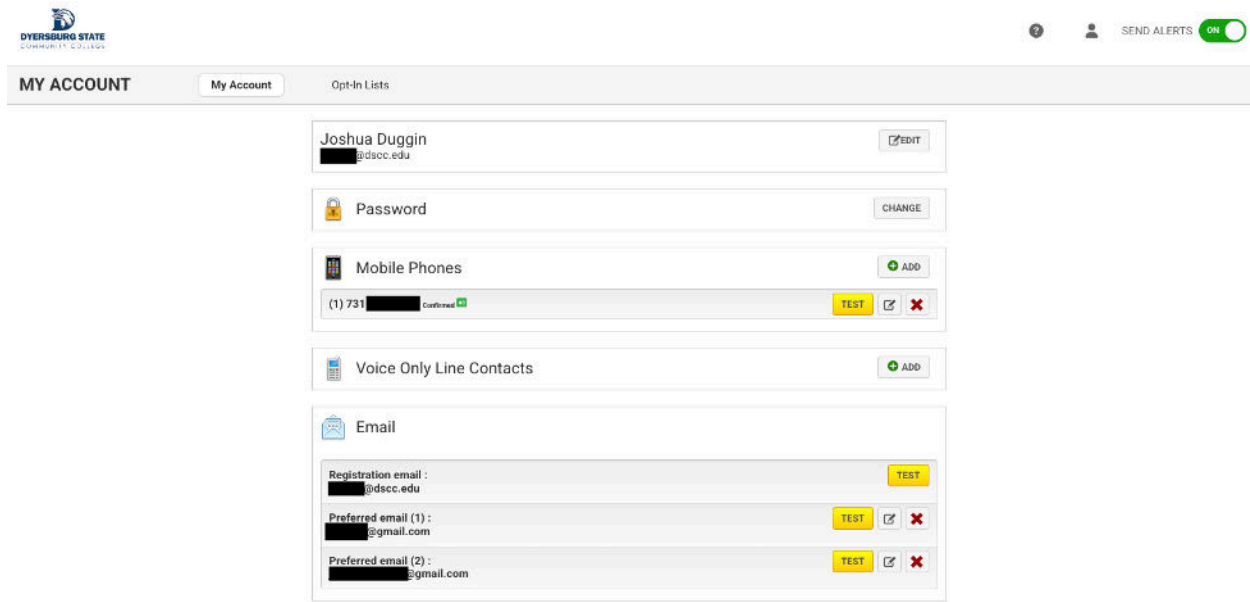
RAVE Account Setup

1. Navigate to <https://www.getrave.com/login/DSCC> to log into the Rave emergency mass notification system.

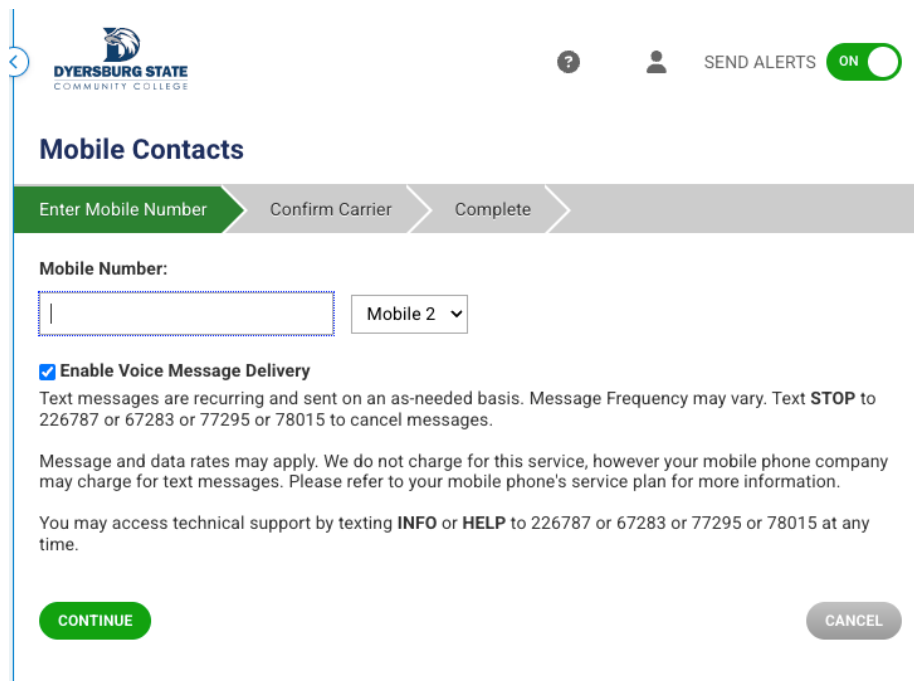
Using your DSCC username and password, log into the system.

A screenshot of the DSCC Sign in page. At the top left is the DSCC logo with the text "DYERSBURG STATE COMMUNITY COLLEGE". Below the logo is the heading "Sign in". Underneath is a text input field with the placeholder "Enter your DSCC email address". To the left of the input field is a link "Reset Password". To the right is a blue "Next" button. Below the input field is a grey box containing the text "Students - For support contact the DSCC Help Desk." followed by "Email: helpdesk@dsc.edu" and "[TN eCampus Login](#)". At the bottom is a white box with a magnifying glass icon and the text "Sign-in options".

2. Once you have logged into the system, you will be brought to the home page of your account. You have the option of adding up to three mobile phone numbers, two additional e-mail addresses and three land lines to be used for emergency communications.



3. To add a mobile number, click the **+Add** button located in the *Mobile Phones* section. A new page will open, prompting you to enter the mobile number, if you do not wish to receive voice delivery of emergency messages from the Rave system, simply uncheck the Enable Voice Message Delivery checkbox.



4. Once you have entered the desired mobile number, select **Continue**.
5. You will then need to select your mobile carrier by clicking the arrow for the drop-down list of carriers. Once it is selected, click **Continue**.

The screenshot shows the 'Mobile Contacts' screen in the RaveAlert app. At the top left is the Dyersburg State Community College logo. At the top right are a help icon, a user icon, and a 'SEND ALERTS' toggle switch set to 'ON'. Below the header is a progress bar with three steps: 'Enter Mobile Number', 'Confirm Carrier' (which is highlighted in green), and 'Complete'. The 'Mobile Number' is listed as 731-999-9999. Under 'Confirm your carrier', there is a dropdown menu currently showing 'AT&T'. Below the dropdown is a paragraph of text: 'If your phone can receive texts and is not blocked, a 4-digit confirm number will be sent to 731-999-9999. Message and data rates may apply. Once you confirm, text messages are recurring and sent on an as-needed basis. Message Frequency may vary. Reply **STOP** to cancel and **HELP** for text support.' At the bottom, there are two buttons: a green 'CONTINUE' button and a grey 'CANCEL' button.

6. RaveAlert may send a text message to your mobile number with a confirmation code that you will then enter in the confirmation box.
7. Once you have entered the confirmation code and clicked **Continue**, you will get a message telling you the number was successfully updated/added to your contact list.

The screenshot shows the 'Mobile Contacts' screen after the confirmation step. The progress bar now shows 'Enter Mobile Number', 'Confirm Carrier', and 'Complete' (which is highlighted in green). The text below the progress bar reads: 'Successfully added 731-999-9999 to your contacts list.' At the bottom, there is a single green 'DONE' button.

- To add a voice line contact, click the **+Add** button next to the *Voice Only Line Contacts*. You will be brought to a screen where you can enter the telephone number (and extension if necessary). Once you have entered the desired number click Save and you will be directed back to the homepage.



The screenshot shows the 'Voice Only Line' form. At the top left is the Dyersburg State Community College logo. To the right are a help icon, a user icon, and a 'SEND ALERTS ON' toggle switch. The form title is 'Voice Only Line'. Below it are two input fields: 'Phone Number' and 'Extension'. The 'Phone Number' field is currently empty and has a dotted border. To its right is a dropdown menu labeled 'Land Line 1' with a downward arrow. The 'Extension' field is also empty. Below the 'Phone Number' field is a green 'SAVE' button. Below the 'Extension' field is a grey 'CANCEL' button.

- Add additional e-mail addresses in the same manner. You will also be given the option to test any of your contact numbers or e-mail addresses by clicking the **Test** button located to the right of the listing.
- If you wish to remove a number or e-mail address, click the **Delete** (red **X**) button.
- If you only need to edit an entry, click the **Edit** button (pencil/notepad icon).

