

Rave Alert System

Adding your Contact Information

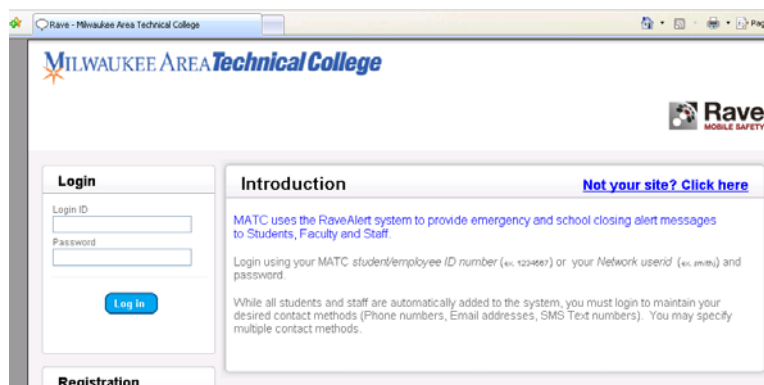
MATC uses the Rave Alert system to notify Employees and Students in the event of an emergency and/or school closings.

All active employees and students are automatically added to the system on a daily basis. By default, we only add your official MATC email address as a method of contact. **We encourage all employees and students to login to the Rave Alert web page and add /update your preferred contact information.** This can include additional email addresses (up to 3), SMS Text Message numbers (up to 3) and Telephone numbers (up to 3).

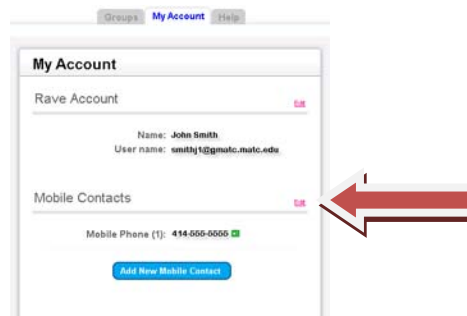
Students are automatically removed from the Rave Alert system if they are no longer active in at least 1 class. Employees are also removed when no longer employed.

To access to MATC Rave Alert web site, use any Internet browser and go to: <https://www.getrave.com/login/matc>

Login using either your COSMO Id (IE. 0001234) or your character network Userid (IE. Smithj1) then enter your password.



The first time you login, you will be prompted with an agreement screen. Once you agree, you will see the **My Account** menu. This is where you will add / update your contact information.

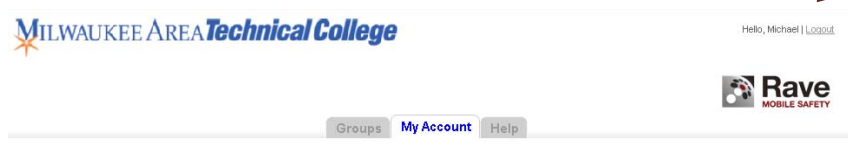


You can **Edit, Add or Delete** any contact information via the **My Account** tab.

To **Edit information**, simply click the **Edit** link to the right of each contact type.

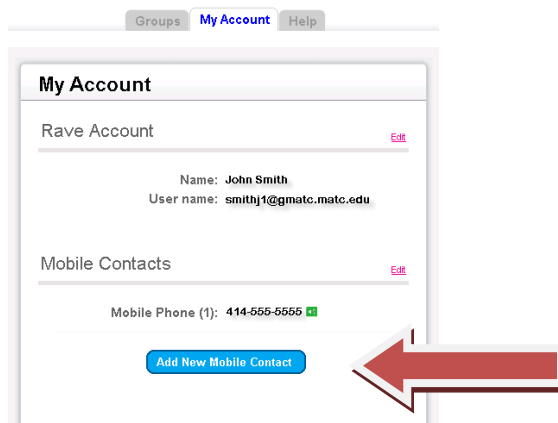
To **Add information**, click the **Add contact button** beneath each contact type (see pages 2 and 3 for details).

To **exit the Rave Alert web site**, click on the **Logout** link in the upper right corner.



Adding a Cell Phone / SMS Text Message Contact

1. Click the **Add New Mobile Contact** button



2. Enter the 10 digit phone number of your mobile phone. Click **continue** and verify the proper carrier was found. If not, choose the appropriate carrier from the drop down list.

A screenshot of the 'Mobile Contact' form. At the top, there are tabs for 'Groups', 'My Account', and 'Help'. Below the tabs, it says 'You are here: My Account > Mobile Contacts > Add Contact'. The form has a progress bar with three steps: 'Enter Mobile number', 'Confirm carrier', and 'Complete'. The 'Enter Mobile number' step is active. The '10-Digit Mobile Number' field contains '414-555-5555'. There is a checkbox for 'Enable Voice Message Delivery' which is checked. At the bottom, there are 'Cancel' and 'Continue' buttons.A screenshot of the 'Mobile Contact' form. The progress bar shows 'Confirm carrier' as the active step. The 'Mobile Number' field contains '414-555-5555'. The 'Confirm your carrier' dropdown menu is open, showing 'VIRGIN MOBILE USA' selected. A link below the dropdown says 'My carrier is not listed'. At the bottom, there are 'Cancel' and 'Continue' buttons.A screenshot of the 'Mobile Contact' form. The progress bar shows 'Complete' as the active step. A message says 'Successfully updated 414-555-5555 to your contacts list.' At the bottom, there is a 'Done' button.

3. Click **Done** and you will see that your new Mobile Contact information has been added. You can either Add another contact or click **My Account** link as shown to return.

A screenshot of the 'Mobile Contacts' page. At the top, there are tabs for 'Groups', 'My Account', and 'Help'. Below the tabs, it says 'You are here: My Account > Mobile Contacts'. The page has a progress bar with three steps: 'Enter Mobile number', 'Confirm carrier', and 'Complete'. Below the progress bar, there is a note: 'Please Note: messages may not be sent to all provided contacts. The BroadcastAlert administrator will choose which contact point(s) to message during a given notification event.' Below the note is a table with the following data:

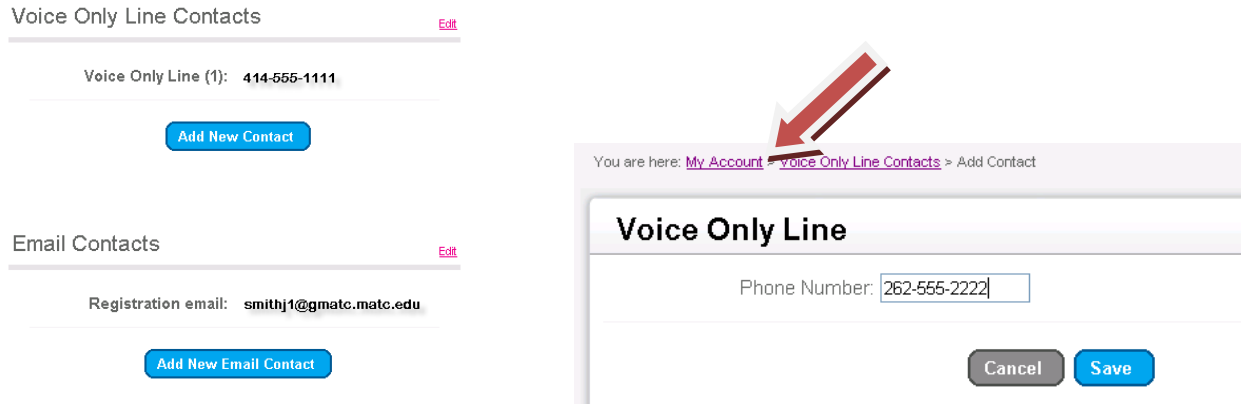
Contact	Phone Number	Carrier	Status	Action
Mobile (1)	262-555-5556	Nextel	Confirmed	Edit Test Delete
Mobile (2)	414-555-5555	VIRGIN MOBILE USA	N/A	Edit Test Delete

At the bottom of the table, there is an 'Add New Contact' button. A large red arrow points to the 'My Account' link at the top of the page.

Adding a Home Phone or Email Contact

Adding Home Phone(s):

1. Click the **Add New Contact** button – enter the 10 digit phone number and click **Save**

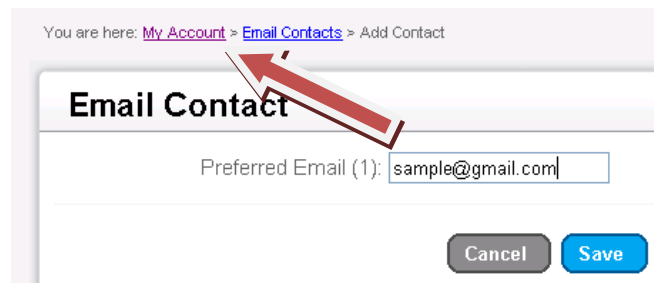


The image shows two screenshots of a web interface. The left screenshot displays two sections: 'Voice Only Line Contacts' with a list containing 'Voice Only Line (1): 414-555-1111' and an 'Add New Contact' button; and 'Email Contacts' with a list containing 'Registration email: smithj1@gmtc.mtc.edu' and an 'Add New Email Contact' button. The right screenshot shows the 'Add Contact' form for a 'Voice Only Line'. It includes a breadcrumb trail 'You are here: My Account > Voice Only Line Contacts > Add Contact', a title 'Voice Only Line', a 'Phone Number' field containing '262-555-2222', and 'Cancel' and 'Save' buttons. A red arrow points to the 'Add Contact' link in the breadcrumb trail.

2. When you are finished - Click the **My Account** link to return

Adding Email Contact(s):

1. Click **Add New Email Contact** button – enter the email address and click **Save**



The image shows a screenshot of the 'Add Contact' form for an 'Email Contact'. It includes a breadcrumb trail 'You are here: My Account > Email Contacts > Add Contact', a title 'Email Contact', a 'Preferred Email (1):' field containing 'sample@gmail.com', and 'Cancel' and 'Save' buttons. A red arrow points to the 'Add Contact' link in the breadcrumb trail.

2. When you are finished - Click the **My Account** link to return

Note: If you are finished adding / updating your contact info, please remember to Logout of the Rave web site. See the bottom of page 1 for the proper Logout process.