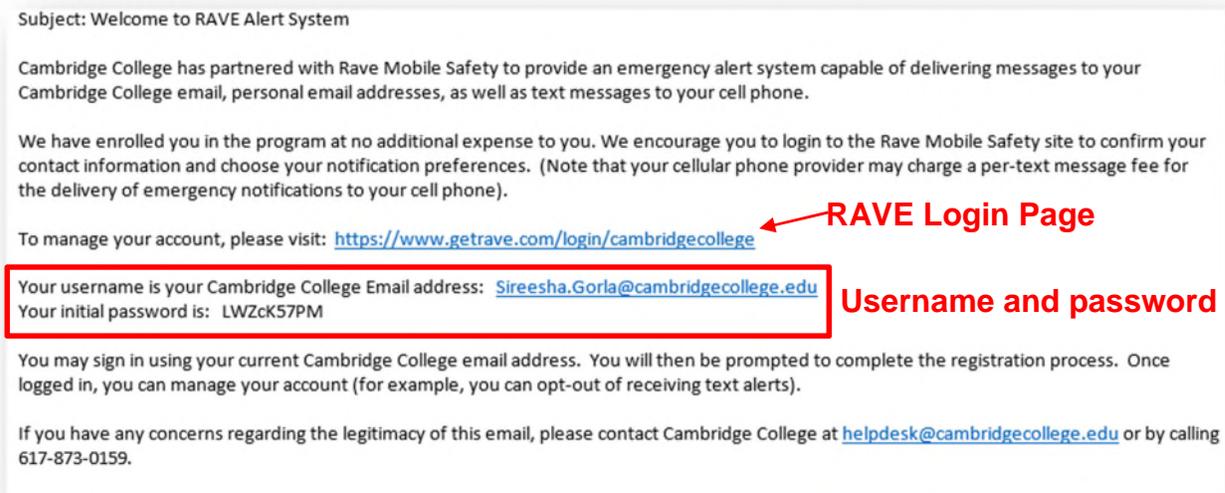


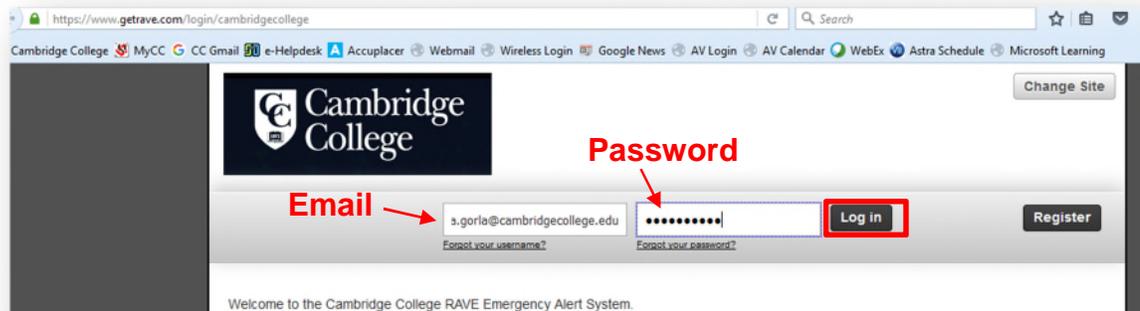
RAVE Emergency Notification System
Sign up instructions for Staff members

Your Cambridge College staff issued email address will automatically be enrolled for RAVE updates. If you would like to register additional email addresses or cell phone numbers for text message alerts you must log into the system to update your information.

- 1) You will receive a Welcome e-mail similar to the one below. Within the body of the e-mail, you will see your username and initial password. Your username is your e-mail address, and you will receive an automatically generated password.



- 2) Click the link for the RAVE login page. Please copy and paste or type in the password into the password field, then click "Log In".



- 3) Once you are logged in for the first time, you will have to read and agree to the Terms of Use. Please read and review these carefully, and reach out to IT or the Legal team if you have any questions regarding the terms of use. Once you have read, understand, and agree to the terms of use, please click "I have read and agree to the Rave Terms of Use", then click "Submit".

Cambridge College

Hi, Greg

Terms of Use

Version: 1.13 2015-11-05 09:52:08

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 notice.

I have read and agree to the Rave Terms of Use

I DO NOT AGREE to the Rave Terms of Use

Submit

- 4) After you agree to the terms of use, you will be brought to the RAVE homepage, where you can see options to update your password, add a mobile number and update any other contact information for which you would like to receive RAVE alerts. **Please note:** Your Cambridge College Staff email will automatically be added to the system for you. You do not have the option to change this. You may only add additional email addresses.

Cambridge College

Hi, Greg

My Account

To take full advantage of this service, you must add at least one Mobile Contact. Register Phone

Greg Castle
Gregg.Castle@cambridgecollege.edu Edit

Password Change

Mobile Phones Add

Email Add

Registration email:
Gregg.Castle@cambridgecollege.edu Test

We recommend, after your first Log In, that you reset your password to one you will remember in the future. You can do so by clicking “Change” in the password field. The initial password in the e-mail you received will serve as the “Old Password”. Please remember to make your password complex. The IT Department recommends a password with at least 8 characters, at least one upper and one lower case letter, a number, and a symbol. Click **SAVE** to retain the information.

Cambridge College

Hi, Greg

My Account

Change Password

Old Password

Enter New Password

Re-enter New Password

SAVE CANCEL

Type in the password you received in the Welcome email

Type in your new password

Add a Phone Number for Text Message Alerts (Optional)

RAVE also requires a cellphone number to receive text message notifications of emergency alerts.

- 1) Please click “Add Phone” in the home screen, and follow the prompts to successfully add your phone number to RAVE alerts.

Cambridge College

Hi, Greg

My Account

To take full advantage of this service, you must add at least one Mobile Contact. Register Phone

Greg Castle
Gregg.Castle@cambridgecollege.edu Edit

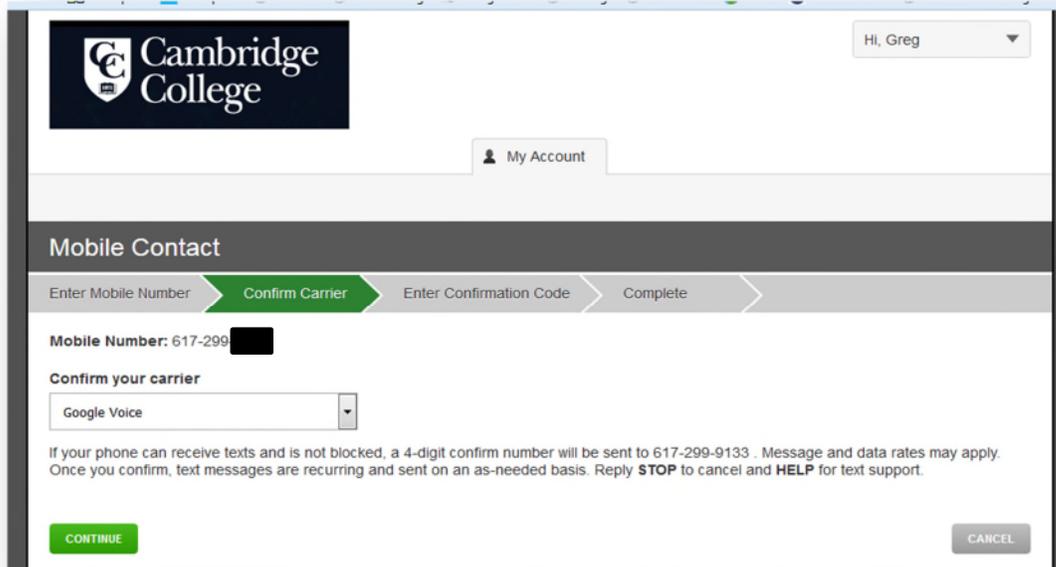
Password Change

Mobile Phones Add

Email Add

Registration email:
Gregg.Castle@cambridgecollege.edu Test

- 2) You will have to add the phone number, verify your service carrier name, and then you will be sent a confirmation code through text message. Please type in the confirmation code in the “Confirmation Code” text field. Once this is confirmed, you will begin receiving emergency notifications for your site location.



The screenshot shows the Cambridge College mobile contact verification interface. At the top left is the Cambridge College logo. At the top right, a user is logged in as "Hi, Greg". Below the logo is a "My Account" link. The main section is titled "Mobile Contact" and features a progress bar with four steps: "Enter Mobile Number", "Confirm Carrier" (which is highlighted in green), "Enter Confirmation Code", and "Complete". Below the progress bar, the "Mobile Number" is displayed as "617-299-XXXX" with the last four digits redacted. Underneath, there is a section titled "Confirm your carrier" with a dropdown menu currently set to "Google Voice". A small text block below the dropdown explains that a 4-digit confirmation number will be sent to 617-299-9133 and that text messages are recurring. At the bottom of the form, there are two buttons: a green "CONTINUE" button and a grey "CANCEL" button.

If you have further questions or experience problems signing into your account, please contact the IT Support Center by e-mailing HelpDesk@cambridgecollege.edu, calling 617-873-0159, or by logging in with your network credentials to the eHelpdesk at <https://helpdesk.cambridgecollege.edu>