# 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.
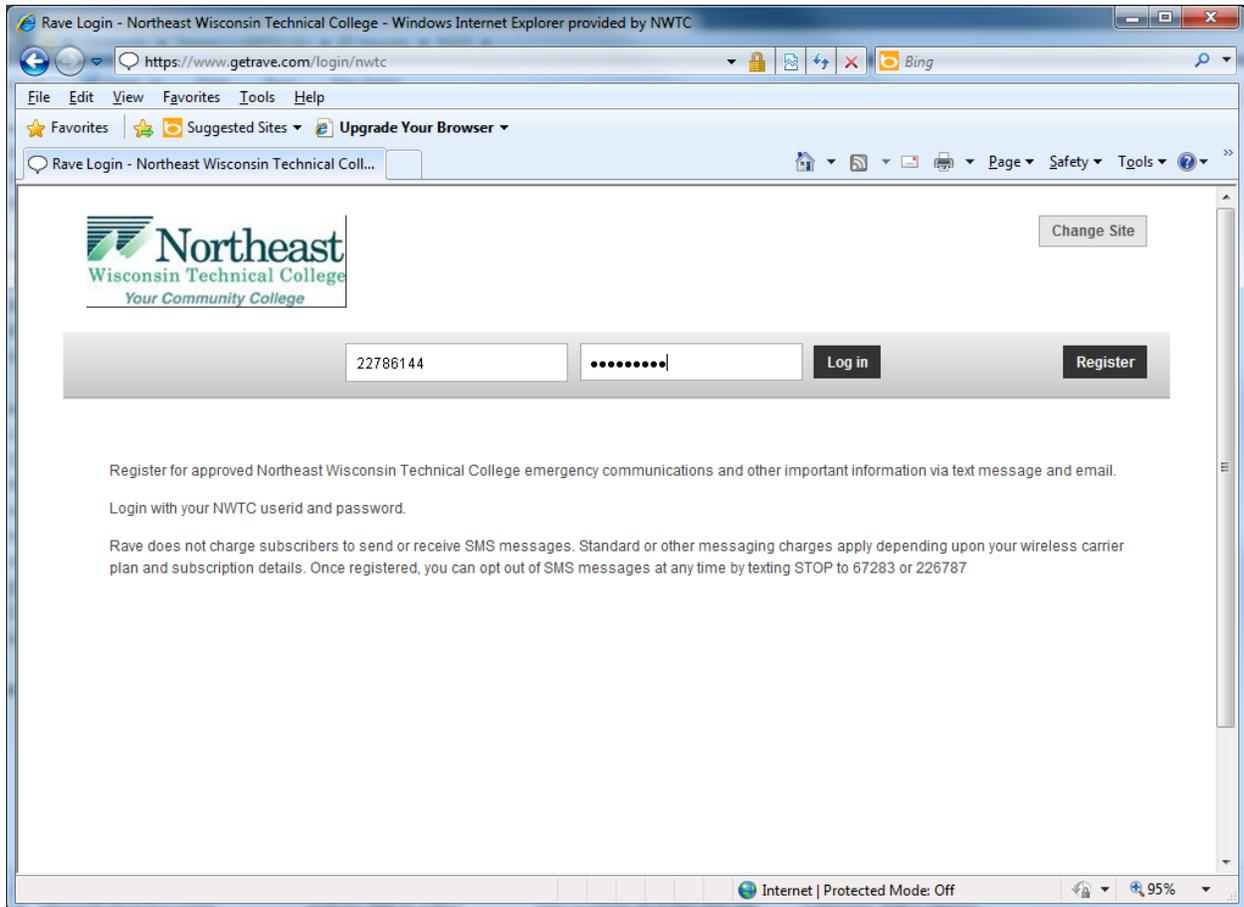
3) After logging in for the first time, you will be prompted to create your account. Your Registration Email should be pre-populated with your NWTC email address.
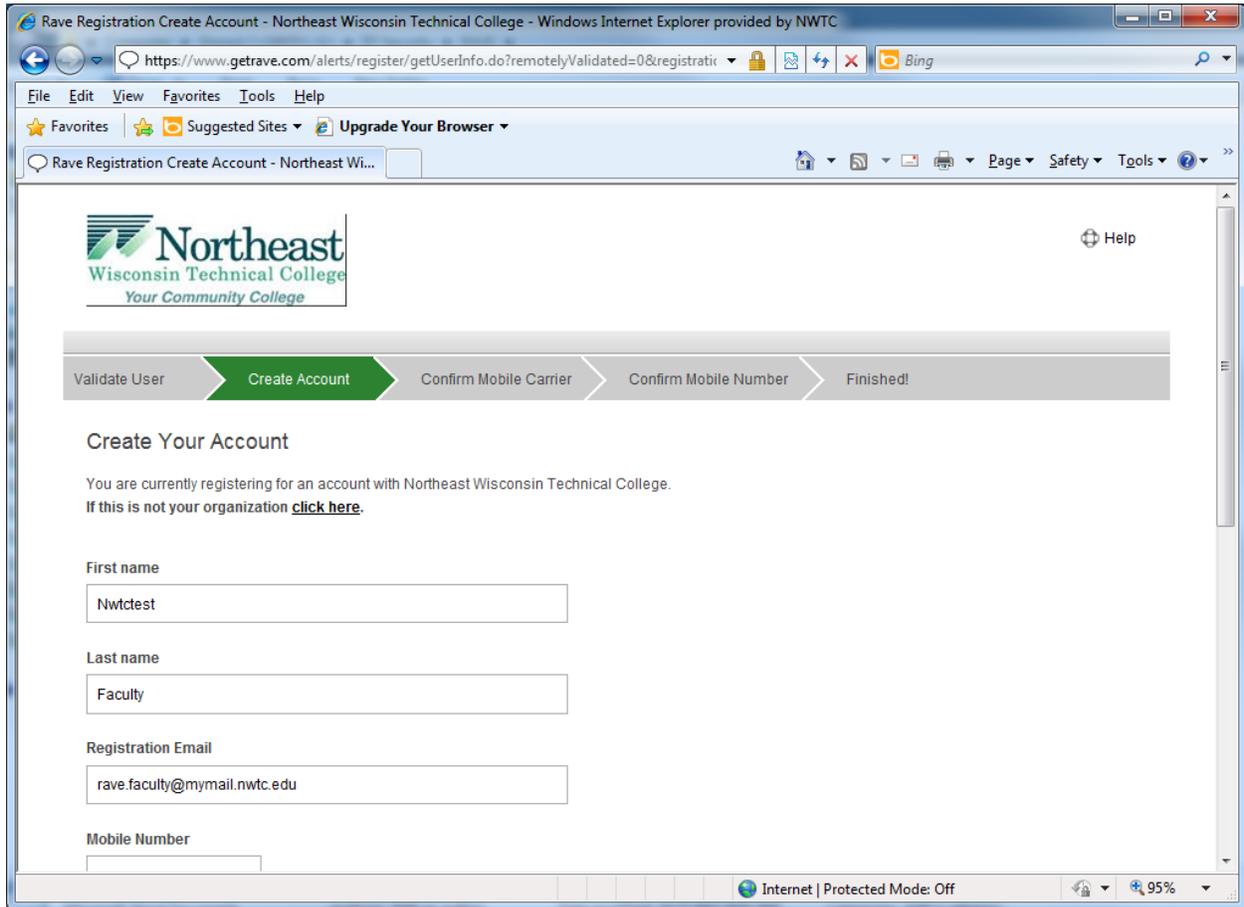
4) Scroll down to enter your Mobile Number and Preferred Email. Your Preferred Email must be different than your Registration (NWTC) Email.
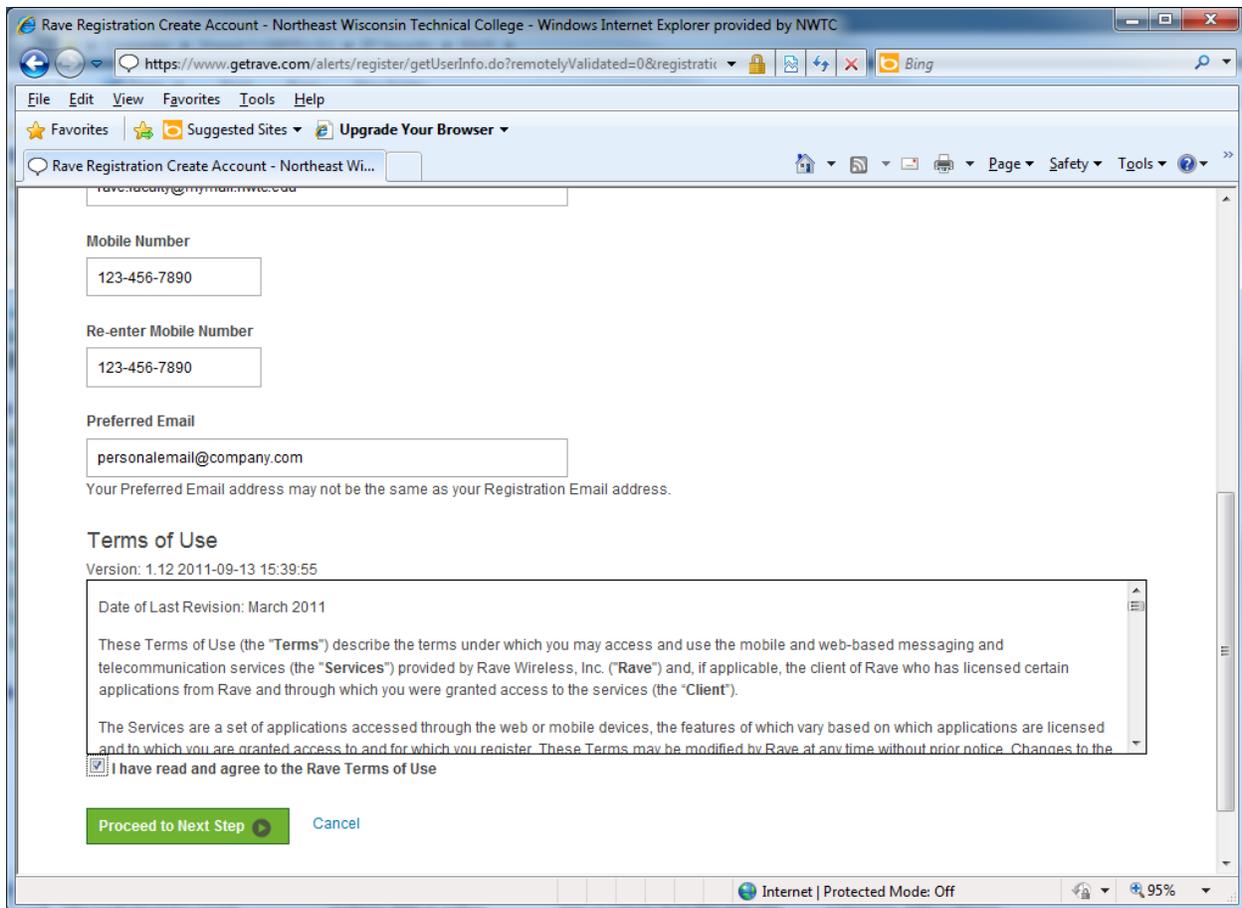
5) Accept the Terms of Use and click Proceed to Next Step.

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.

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.

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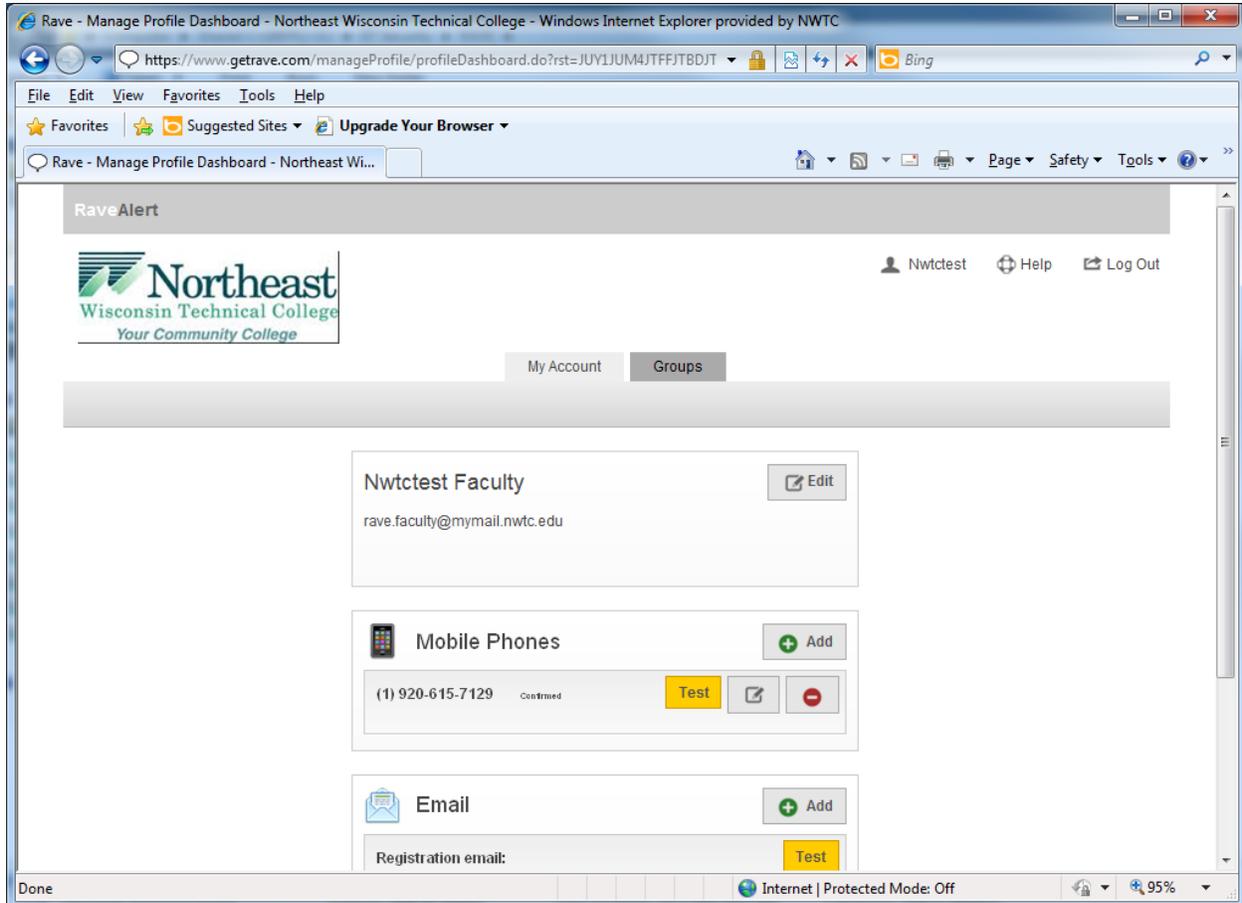
9) If you would like to receive alert messages that are specific to the Marinette Campus, the Sturgeon Bay Campus, or a Regional Learning Center, you will need to join the appropriate group(s). You will not need to join a group to receive messages for the Green Bay Campus; all users will receive alert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

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

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

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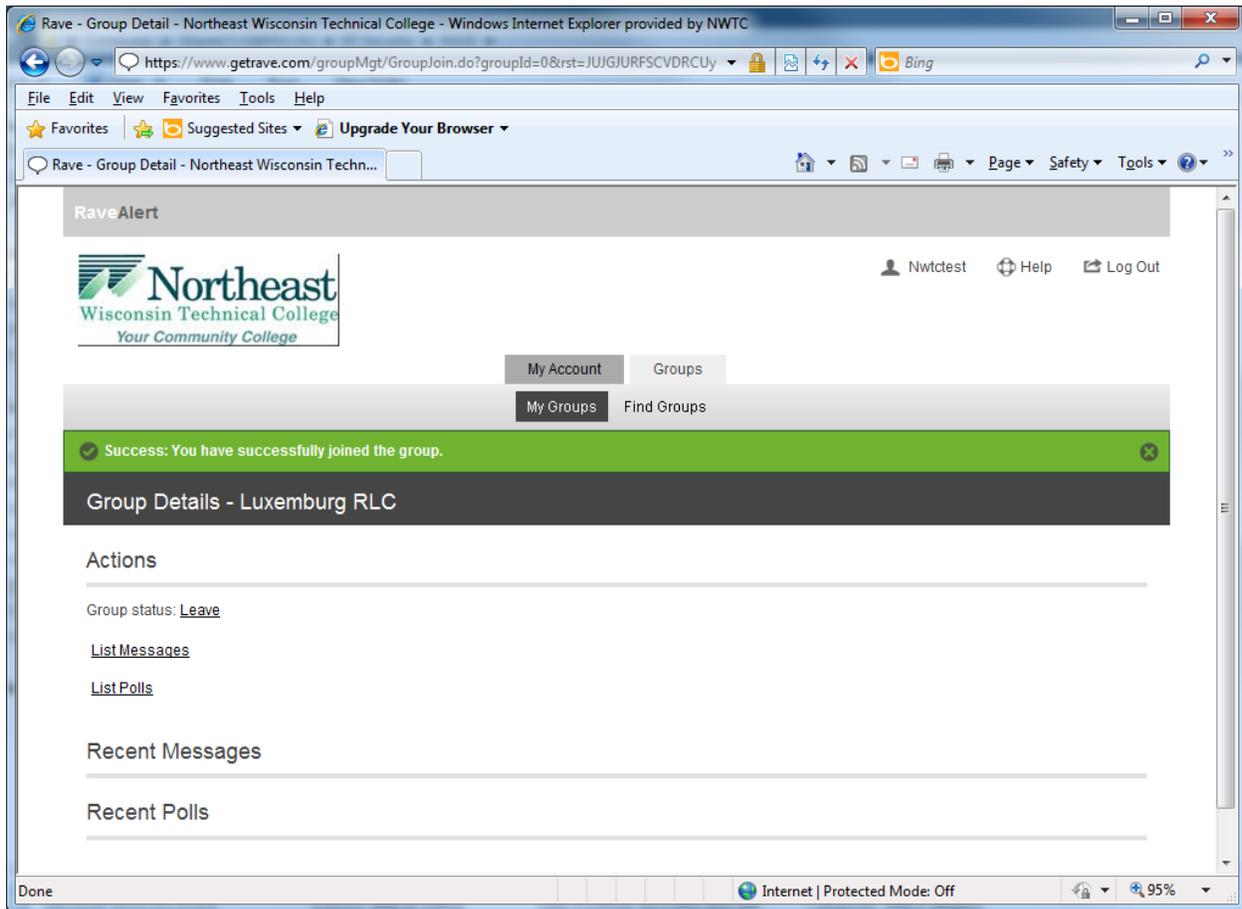
14) From this point you can return to the Find Groups sub-tab and add additional groups, or you can return to any of the other tabs and continue managing your account. When you are finished using the system, click Log Out in the upper right hand corner.