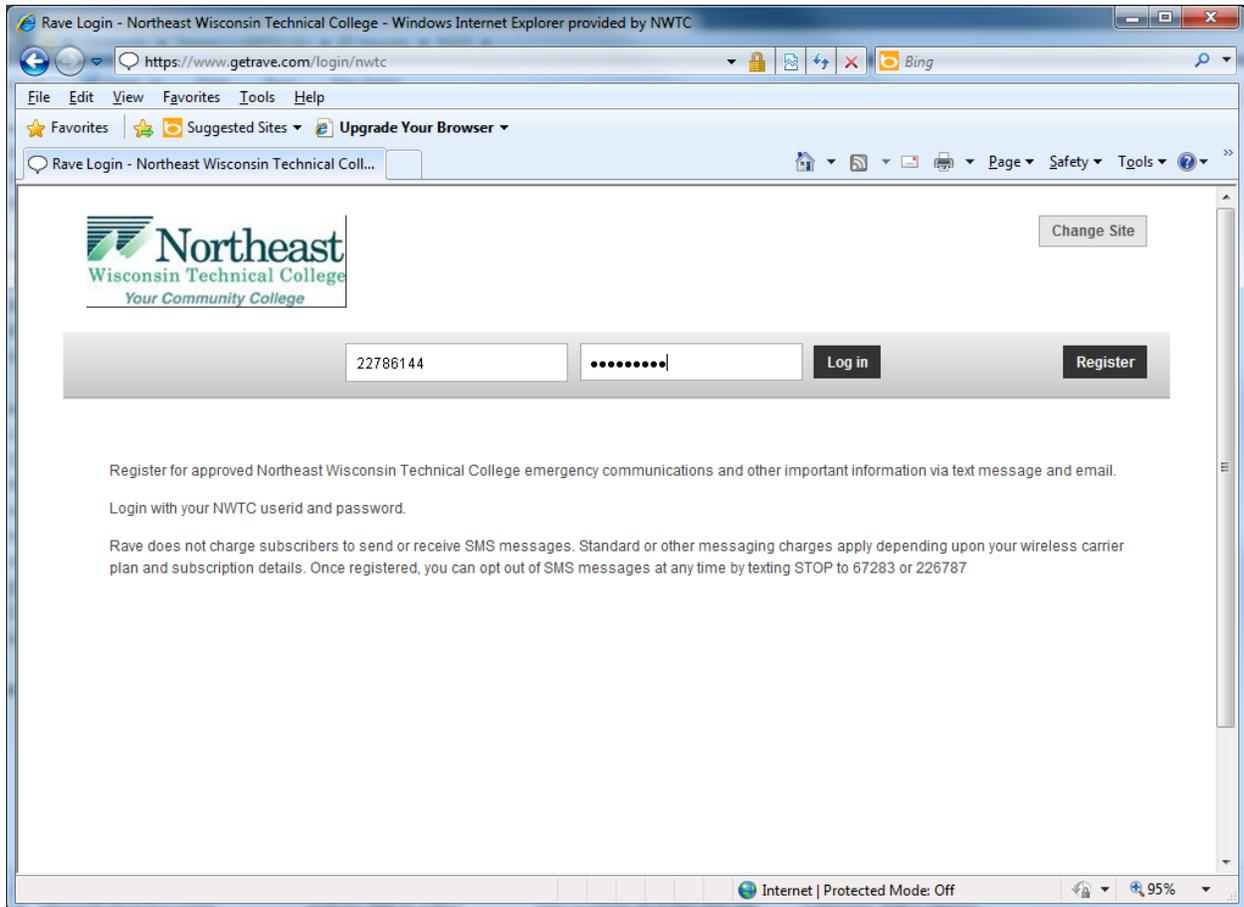


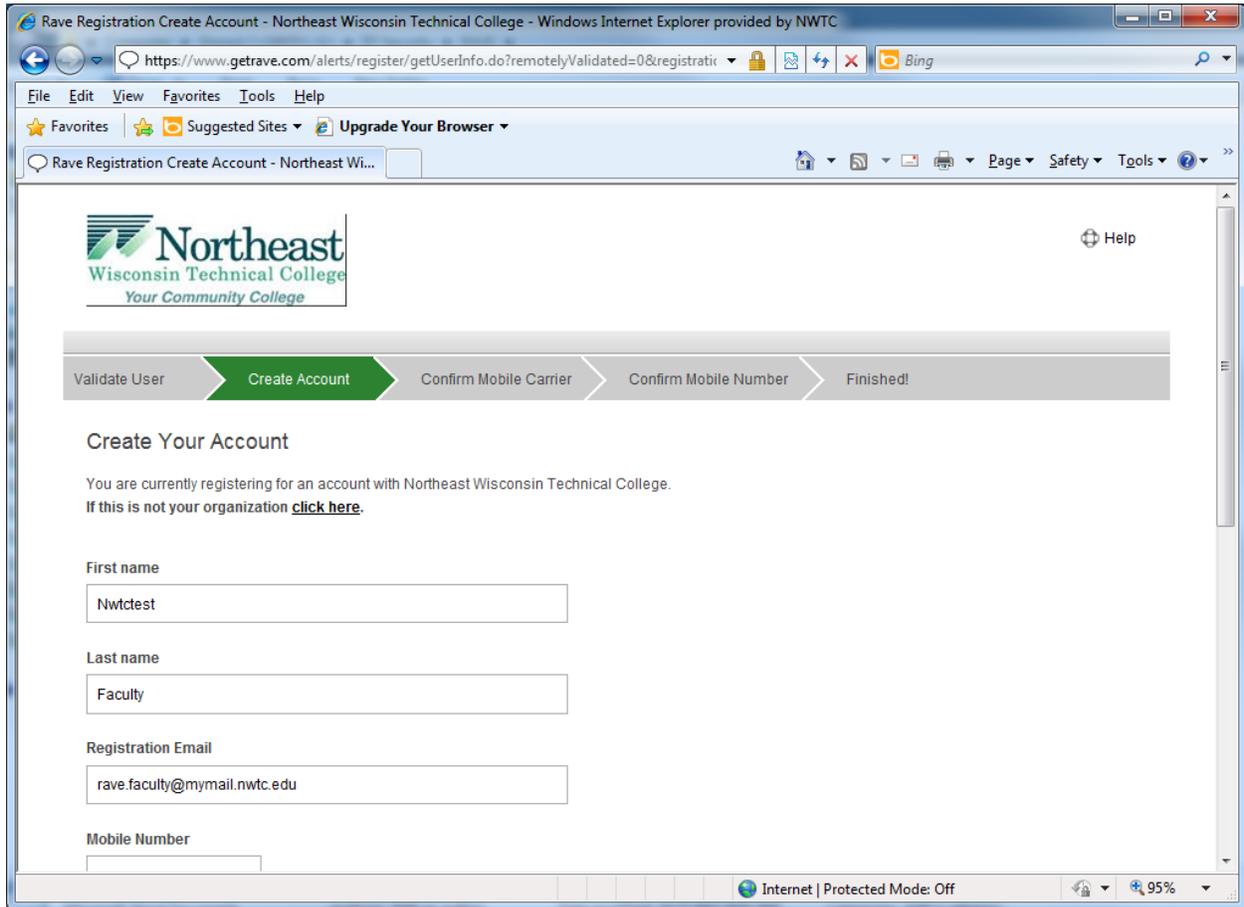
# NWTC Alert Registration Process

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.

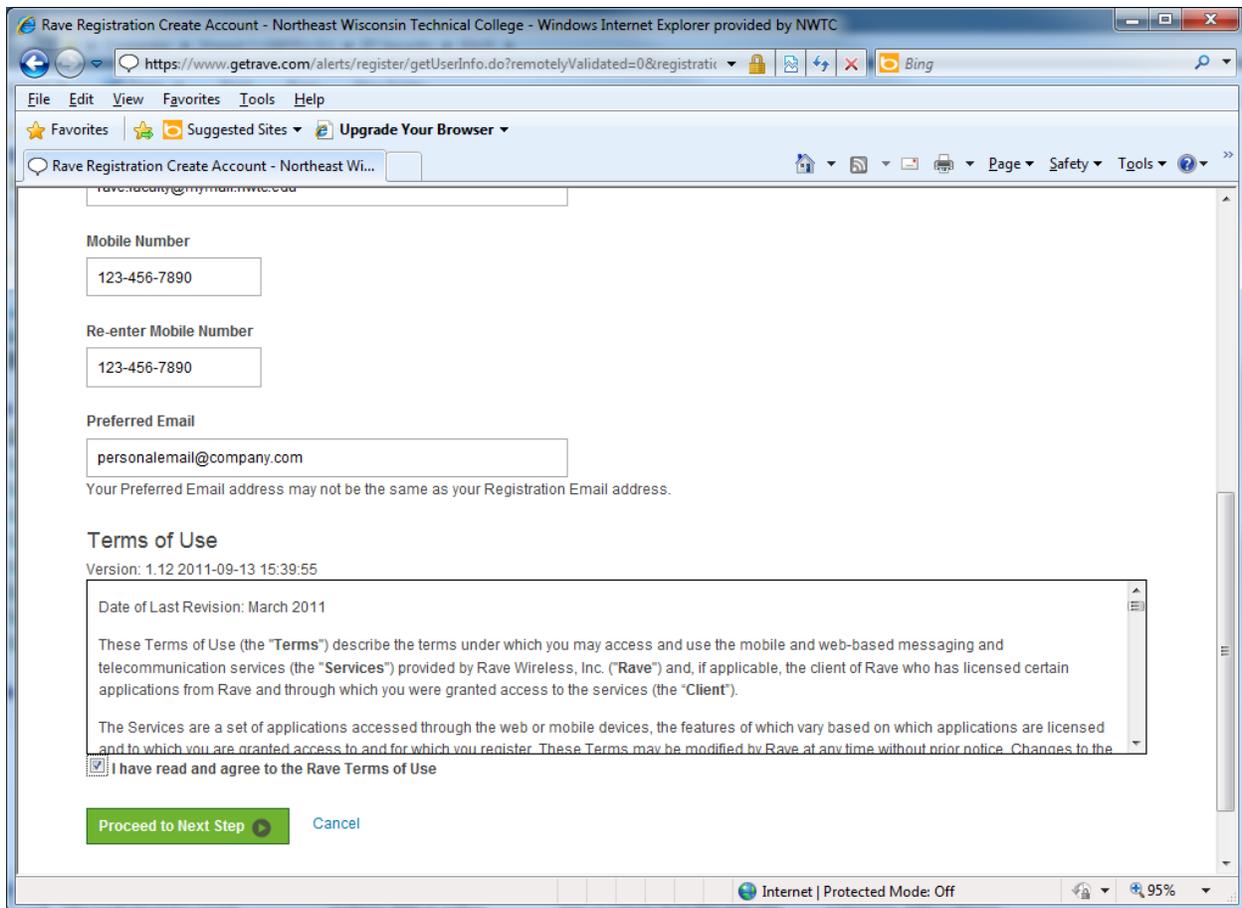
- 1) Visit <https://www.getrave.com/login/nwtc>
- 2) Login with your NWTC userid and password.



- 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.

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

https://www.getrave.com/alerts/register/viewConfirmCarrier.do?rst=JUYzJThGJTg4cyVGC

File Edit View Favorites Tools Help

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 [My carrier is not listed.](#)

Go Back to Previous Step **Proceed to Next Step** 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:

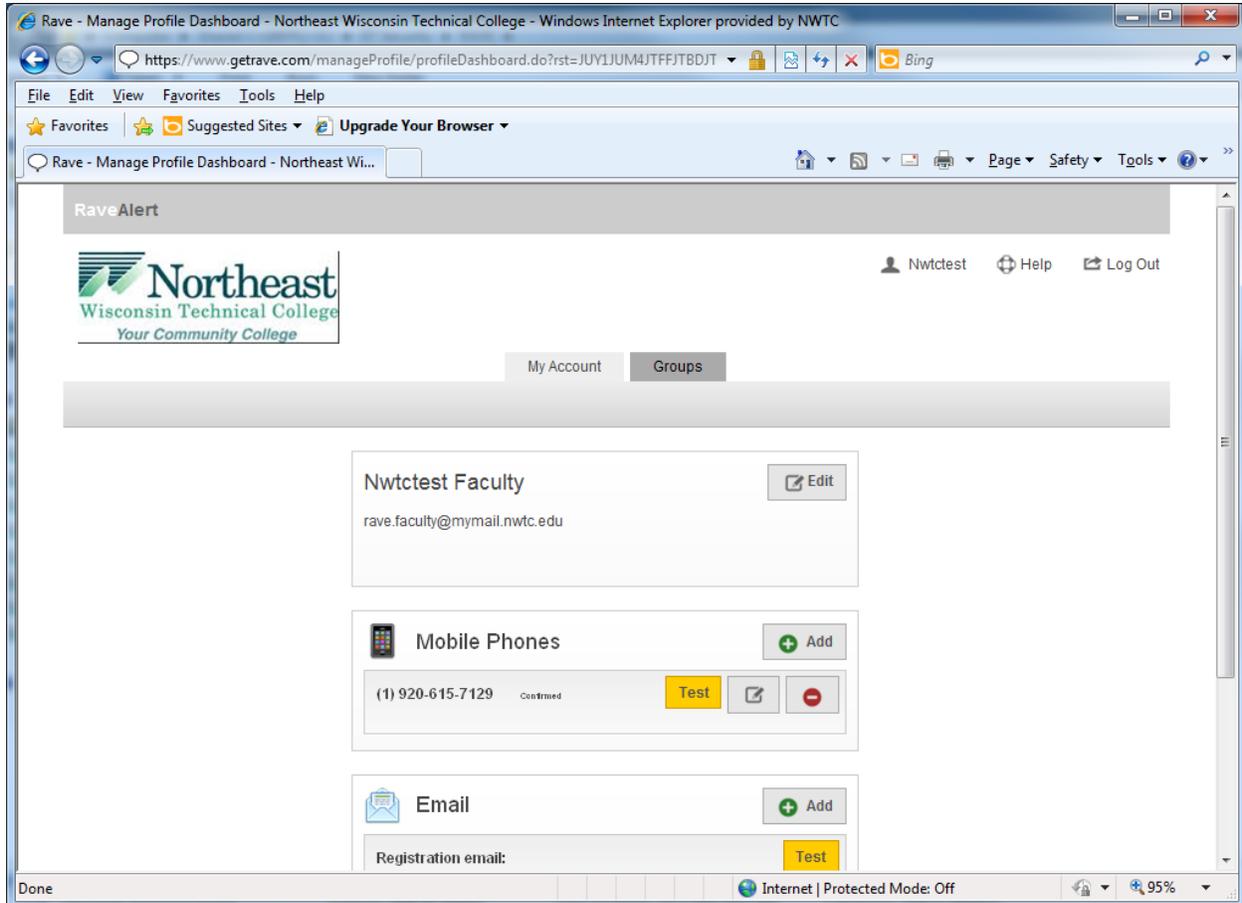
Failure to receive a confirmation code during mobile registration may be due to a premium messaging block placed by your carrier. If you do not receive a confirmation code, please contact your carrier and ask to have messages from shortcode 67283 and 226787 delivered to your mobile device.

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

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- 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.

RaveAlert

**Northeast Wisconsin Technical College**  
Your Community College

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 web browser window with the following elements:

- Browser Title:** Rave - Find Group - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC
- Address Bar:** <https://www.getrave.com/groupMgt/GroupSearch.do?rst=JUYzThGJTg4cyVGQyVDQSU4>
- Navigation:** File, Edit, View, Favorites, Tools, Help
- Page Header:** RaveAlert, Northeast Wisconsin Technical College logo, Nwtctest, Help, Log Out
- Menu:** My Account, Groups, My Groups, Find Groups
- Section:** Find Group
- Search Instructions:** To search for groups, enter search terms and press "Search" or "Show All". Use wildcard characters (\*) to widen your search. Ex: \*smith\* could return "Joe Smith" and "Smithsonian"
- Search Bar:**  Search Show All
- Table of Groups:**

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		OcontoFalls	<a href="#">Oconto Falls RLC</a>

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

Rave - Group Detail - Northeast Wisconsin Technical College - Windows Internet Explorer provided by NWTC

https://www.getrave.com/groupMgt/GroupDetail.do?groupId=0&rst=JThEJTICJUELIVEN

File Edit View Favorites Tools Help

Favorites Suggested Sites Upgrade Your Browser

Rave - Group Detail - Northeast Wisconsin Techn...

RaveAlert

 Nwtctest Help Log Out

My Account Groups

My Groups Find Groups

Group Details - Luxemburg RLC

Actions

Group status: [Join](#)

Recent Messages

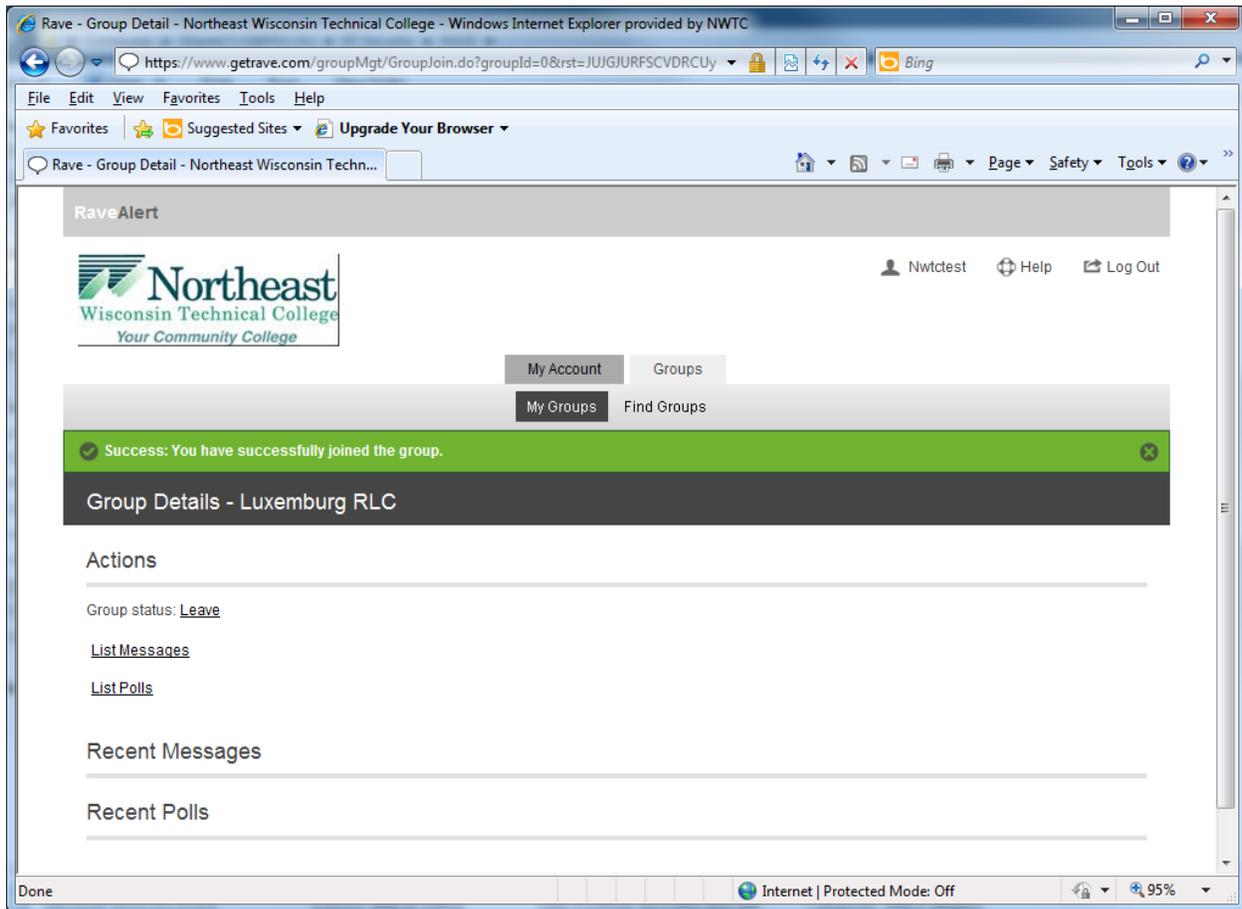
Recent Polls

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https://www.getrave.com/groupMgt/GroupJoin.do?groupId=0&rst=JUGJURFSCVDI Internet | Protected Mode: Off 95%

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.