Rave Account Setup

Go to www.getrave.com/login/DSCC to log into the Rave emergency mass notification system. Using your DSCC username and password, log into the system.

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.

To add a Mobile number click the 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.
Once you have entered the desired mobile number, click **Continue**.

You will then need to select your mobile carrier by clicking the arrow for the drop down list of carriers. If your carrier is not listed, click the **My carrier is not listed** link; otherwise click **Continue**.

If your carrier wasn’t listed you will be brought to another page where you will enter the name of your carrier to determine if you carrier is supported by the Rave emergency mass notification system.

If you selected a carrier from the drop down list or your carrier was not listed but can be supported you will be brought to the Confirmation screen. RaveAlert will send a text message to your mobile number with a confirmation code that you will then enter in the confirmation box.
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.

To add a voice line contact click the button next to the voice line only 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. Add additionally e-mail addresses in the same manner. You will also be given the option to test any of you 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 button. If you only need to edit an entry click the edit button.