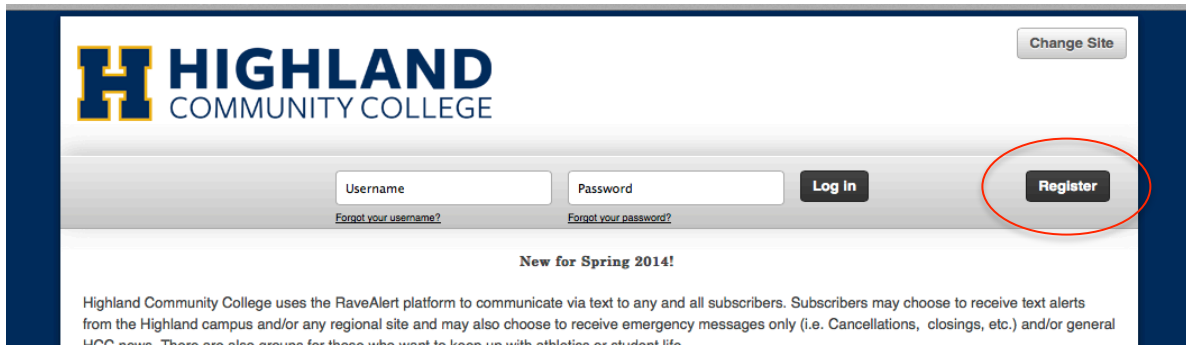


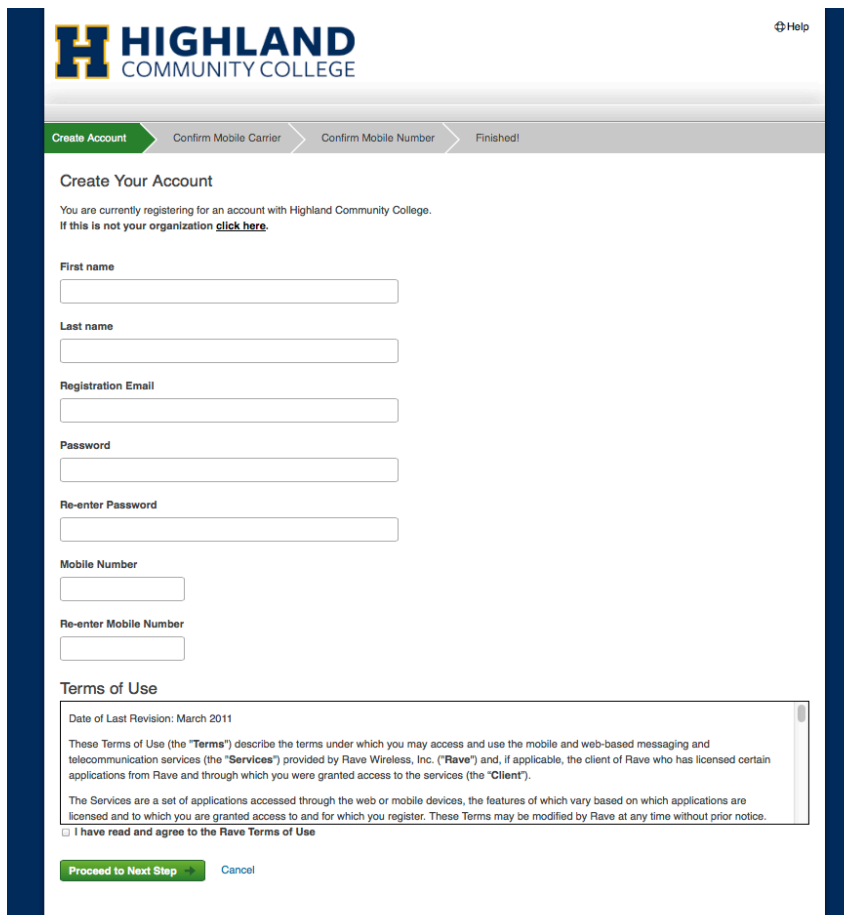
## Signing up for Highland RaveAlerts

- 1) Go to <http://www.getrave.com/login/highlandcc> and click 'Register' at the top right side of the screen (or click the 'RaveAlerts' button on the HighlandCC.edu website)



The screenshot shows the login page for Highland Community College. At the top left is the college logo. To the right is a 'Change Site' button. Below the logo are two input fields for 'Username' and 'Password', each with a 'Forgot your [username/password]?' link underneath. To the right of these fields are 'Log In' and 'Register' buttons. The 'Register' button is circled in red. Below the login fields is a section titled 'New for Spring 2014!' with a paragraph of text about the RaveAlert platform.

- 2) Create a new account by entering your name, registration email (your highlandcc.edu email address), and mobile number.



The screenshot shows the 'Create Your Account' registration page. At the top is the college logo and a 'Help' icon. Below the logo is a progress bar with four steps: 'Create Account' (highlighted), 'Confirm Mobile Carrier', 'Confirm Mobile Number', and 'Finished!'. The main heading is 'Create Your Account'. Below this is a paragraph of text: 'You are currently registering for an account with Highland Community College. If this is not your organization [click here](#).' The registration form includes the following fields: 'First name', 'Last name', 'Registration Email', 'Password', 'Re-enter Password', 'Mobile Number', and 'Re-enter Mobile Number'. Below the form is a 'Terms of Use' section with a scrollable text area containing the terms and a checkbox labeled 'I have read and agree to the Rave Terms of Use'. At the bottom are 'Proceed to Next Step' and 'Cancel' buttons.

\*If you do not wish to receive any text messages, you may leave the 'Mobile Number' field blank, and follow instructions when continuing.

\*We strongly suggest signing up with a mobile number for emergency notification purposes.

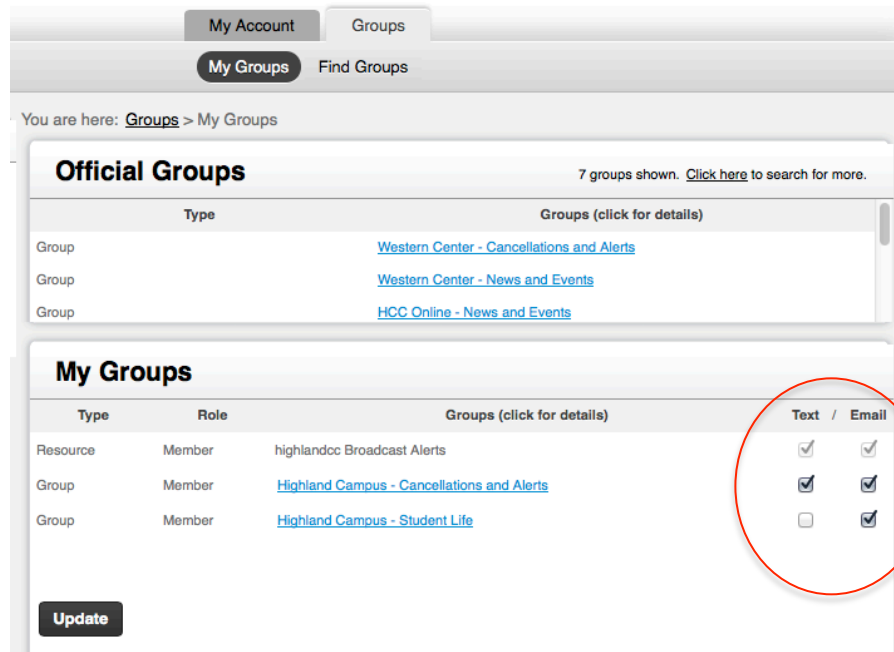
- 3) You will then receive an email and text message from RaveAlerts to verify your account. Follow the link in the email, and then enter the confirmation number you were texted to verify your account.
- 4) **IMPORTANT: You're not done yet!** You must now join the groups you wish to receive messages for. If you do not do this, you will not receive alerts.
  - After verifying your account, you will be logged in. Click the 'Groups' Tab, then click 'Find Groups' below that.
  - You can also go to the signup page and log in to do this after your account is created.

The screenshot shows the RaveAlert interface for Highland Community College. The top navigation bar includes 'My Account', 'Groups', and 'My Groups'. The 'Groups' tab is selected, and the 'Find Groups' button is highlighted. Below this is a search bar with 'Search' and 'Show All' buttons. A table lists various groups with columns for Type, Posts, Official status, Keyword, and Group name. A secondary screenshot shows the 'Group Details' page for 'Highland Campus - Cancellations and Alerts', where the 'Group status: Join' button is circled in red.

Type	Posts	Official	Keyword	Group (click for details)
Group	0	Yes	HCCOnline	<a href="#">HCC Online - News and Events</a>
Group	0	Yes	HCCAthletics	<a href="#">Highland Campus - Athletics</a>
Group	0	Yes	Highland	<a href="#">Highland Campus - Cancellations and Alerts</a>
Group	0	Yes	HighlandNews	<a href="#">Highland Campus - News</a>
Group	0	Yes	HCCStudentLife	<a href="#">Highland Campus - Student Life</a>
Group	0	Yes	HCCSSS	<a href="#">Highland Campus - Student Support Services</a>
Group	0	Yes	Holton	<a href="#">Holton Center - Cancellations and Alerts</a>
Group	0	Yes	HoltonNews	<a href="#">Holton Center - News and Events</a>
Group	0	Yes	Perry	<a href="#">Perry Center - Cancellations and Alerts</a>
Group	0	Yes	PerryNews	<a href="#">Perry Center - News and Events</a>

- 5) Click each group you would like to receive notifications for, and then click 'Join'
  - **We suggest all users subscribe the 'Alerts and Cancellations' group for the campus they are attending. Campus closures and important information will be delivered to these groups.**

- 6) **Optional:** Return to the 'My Groups' page to customize the notifications received for each group.



- 7) **Optional:** You may return to the 'My Account' tab in the future to update your mobile phone number, add a different email address, or unsubscribe completely.

**If you have any questions on signing up for RaveAlerts there is a 'Help' button at the top right side of the website. If you are have any other questions about RaveAlerts, please feel free to contact our Highland IT Help Desk at (785) 442-6060 or by emailing us at [helpdesk@highlandcc.edu](mailto:helpdesk@highlandcc.edu).**