RAVE Alert System User Guide

1. Log into RAVE. The link can be found on the Mercy Hub/Mercy College Home page or click below.

   https://www.getrave.com/login/mercycollege

2. On your first login to RAVE, you must agree to the Rave Terms of Use agreement shown below. Click on the box "I have read and agree to the Rave Terms of Use" and click on **SUBMIT**

3. You will now be presented with the Main Menu screen show below. By default, all users of the system have been set up with their Mercy College email address.

4. To add or make changes to your Password, Mobile Phone, Voice Only phone or add additional email addresses, simple click on each item shown.

See next page for detailed instructions on how to select or make changes to your password or alert notification selections.

5. **Password Change**: Click on the Change box next to Password and the screen below will be shown.

Enter in your current password in the Old Password box. Default passwords (Old password) were set up using **Mercy123** (case sensitive).

Enter in the New Password and Re-Enter to validate.

Click **SAVE**

NOTE: Passwords need to be at least 8 characters and contain an Upper-Case letter, Lower Case Letter and a number.

6. **Mobile Phones:** Click on the **+Add** button to add or modify existing mobile phone entries. You can create multiple cell phone numbers.

Enter in the **new Mobile Number** in the box shown and click **Continue.**

Click the **drop down box** to locate your mobile phone carrier and click on **Continue.** You will receive a text message with a confirmation code to validate your phone entry.

Enter the Confirmation Code and click on **Continue.**

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You will receive the following screen showing the phone was successfully added. Click **DONE** to return to the main menu.

The Main Menu Scrren below will appear showing the Mobile Phone entries created and confirmed.

7. **Voice Only Line**: This is for typical "Land Line" phone numbers. Click on the **+Add** button to add or modify existing Voice Only phone entries. You can create up to 3 entries if needed. The screen below will appear.
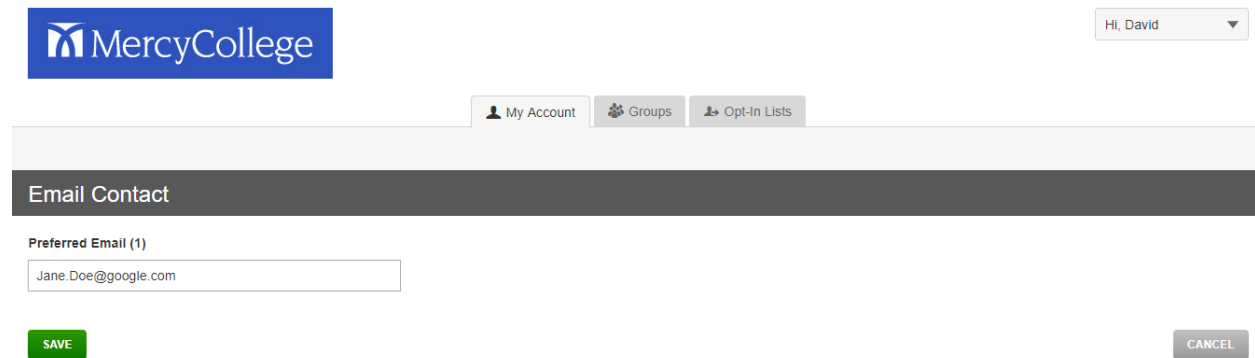

Enter in the Phone Number and any extension if needed for work numbers. If adding additional lines, select Land Line 1, Land Line 2, etc. for each. Only 3 total entries area allowed.
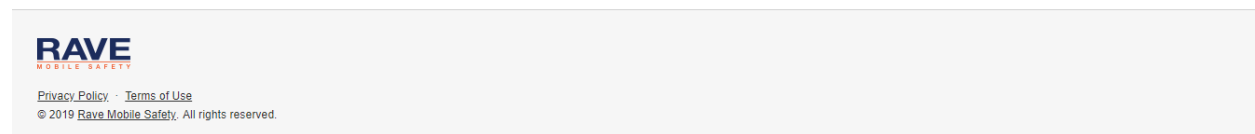
Click **SAVE**

The Main Menu Screen below will appears showing the Voice Only lines.

8. **Email:** Click on the **+ADD** button to add or modify email addresses to be notified.

Click **SAVE**

You will be returned to the Main Menu shown below with the new entries added to your college email default.

You can always perform a TEST of any entry by clicking on the TEST button to verify you receive the email test alert message.