



## ***UNCSA ALERT*** ***Instructions*** **For Parents &** **External Agencies**



Police\*Communications\*  
Emergency Management

---

*Included below are instructions for updating your information. A short, concise version is provided and then a longer version with images of the screens for reference if needed.*

---

### **Instructions for Parents and External Agencies *(short version)***

1. Log into <https://www.getrave.com/login/uncsa>
  2. Select **My Account** tab to add or remove phone numbers and email addresses. You can add up to 3 mobile numbers, 3 land line numbers and 3 email addresses.
  3. To delete your account, select the **Edit** button under the **My Account** tab and select the **Delete Account** button on the top right corner.
-

# Instructions for Parents and External Agencies *(long version)*

**Step 1:** <https://www.getrave.com/login/uncsa>

**Step 2:** First time users will have to register -select register top right green button. Once registered you can log in with your username and password and will be able to manage your own account.

## Step 3:

## Step 4:

UNIVERSITY OF NORTH CAROLINA  
SCHOOL OF THE ARTS

Create Account > **Confirm Mobile Carrier** > Confirm Mobile Number > Finished

Confirm Your Mobile Carrier

Your Mobile Number:  
336-745-0988

Confirm Your Carrier:

[GO BACK TO PREVIOUS STEP](#) [PROCEED TO NEXT STEP](#) [CANCEL](#)

Confirm your mobile carrier and select  
PROCEED TO NEXT STEP.

RAVE  
Privacy Policy Terms of Use  
© 2021 Rave Mobile Safety. All rights reserved.

Need Help?  
• Rave Alert Help

## Step 5:

UNIVERSITY OF NORTH CAROLINA  
SCHOOL OF THE ARTS

Create Account > Confirm Mobile Carrier > **Confirm Mobile Number** > Finished

Email Confirmation Sent

We have sent a confirmation email to  
Please check your email and follow the directions in the message to complete your account setup.  
(It will be worth it. We promise.)

Check your email to  
confirm its correct.

RAVE  
Privacy Policy Terms of Use  
© 2021 Rave Mobile Safety. All rights reserved.

Need Help?  
• Rave Alert Help

**Step 6:**

Rave Email Confirmation ☰ Inbox x



**no-reply@getrave.com**

to me ▾

Dear

Please confirm your email address by clicking the link below

<https://www.getrave.com/alerts/registration/emailRegistration.action?registrationId=6553262478746244236>

Thank you,

Rave

← Reply

→ Forward

Email will look similar to this example.

Select the link in email to proceed to the next step.

**Step 7:**

UNIVERSITY OF NORTH CAROLINA  
**SCHOOL OF THE ARTS**

Create Account > Confirm Mobile Carrier > **Confirm Mobile Number** > Finished

**Confirm Your Mobile Carrier**

Please enter the 4-digit code that we've texted to  
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:

**Enter 4-digit code that was texted to the mobile number you registered.**

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 228787 or 67283 or 77295 or 78015 delivered to your mobile device.

**FINISH** SKIP, P.L. ENTER CODE LATER

**RAVE**  
Privacy Policy Terms of Use  
© 2021 Rave Mobile Safety. All rights reserved.

**Need Help?**  
• Rave Alert Help

## Step 8:

The screenshot shows the 'My Account' page of the RAVE system. At the top left is the logo for the University of North Carolina School of the Arts. To the right is a user profile dropdown menu. Below the header are two tabs: 'My Account' (selected) and 'Opt-In Lists'. The main content area contains several sections for account management:

- Name:** A text input field with an 'EDIT' button.
- Password:** A text input field with a lock icon and a 'CHANGE' button.
- Mobile Phones:** A section with an 'ADD' button. Below it is a list of phone numbers, each with 'DELETE', 'EDIT', and 'X' buttons.
- Voice Only Line Contacts:** A section with an 'ADD' button.
- Email:** A section with an 'ADD' button. Below it is a 'Registration email' field with a 'DELETE' button.

On the right side of the page, there are two paragraphs of text:

Review your account information and select a list to Opt-in on the next tab.

Select the buttons on the right hand side of the screen to edit, remove, or add contact information and delete your account.

At the bottom left of the page is the RAVE logo and footer text: 'Division of Public Safety - Terms of Use © 2021 RAVE Mobile Safety. All rights reserved.'