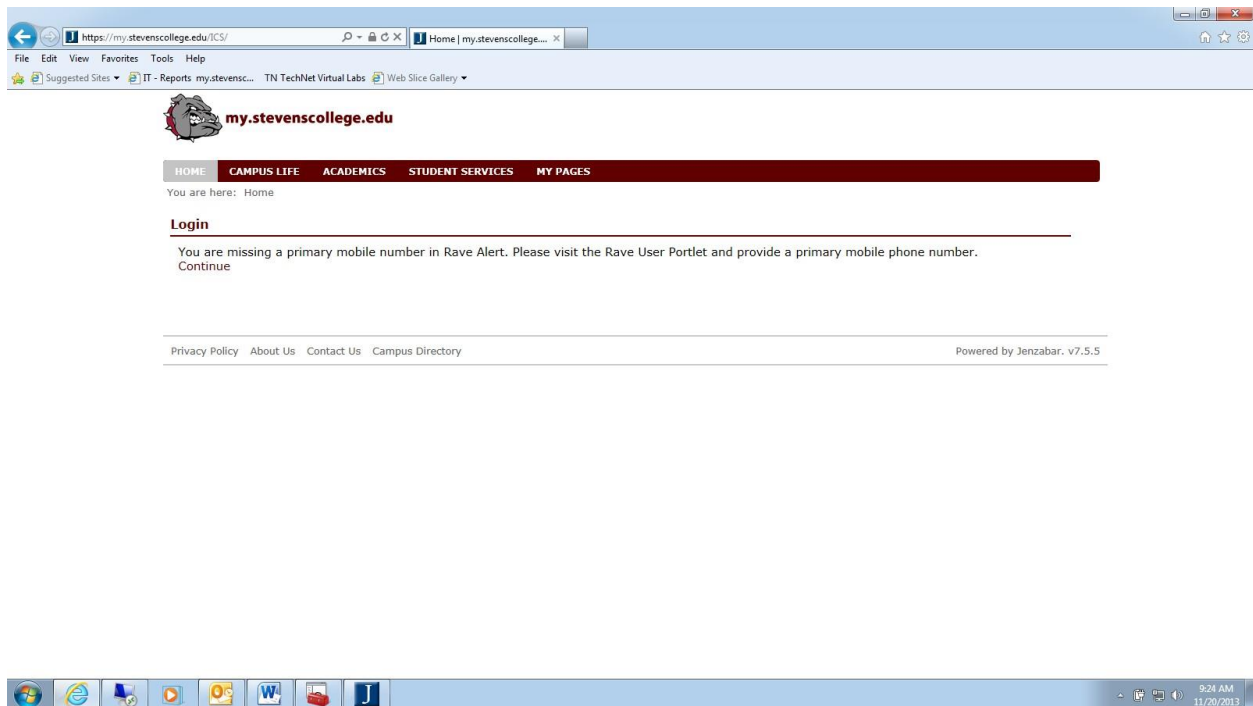


Configuring RAVE Alert Emergency Information within the TSCT Portal

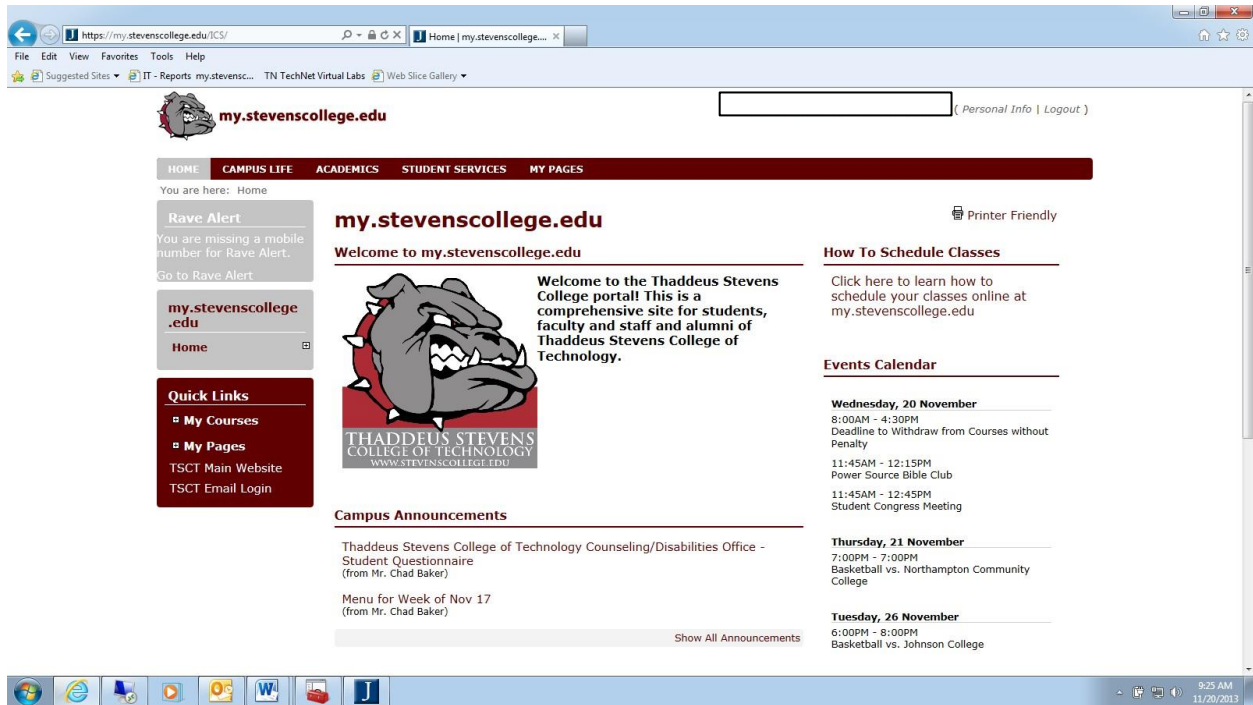
TSCT is now using the RAVE Alert Emergency Notification System to notify you through email and text messaging on your phone when there are emergency situations which you need to be aware of.

After logging into the TSCT Portal, if you have not completed the RAVE alert registration process, you will see the following window:



When this window appears, it is telling you that the RAVE system needs additional information from you. **Every time you log in to the TSCT Portal, this window will appear until you enter your mobile phone information. Once you enter and complete your mobile phone registration, this message will disappear.**

To continue, click the word Continue. You will now be taken to your TSCT Portal home page.



On the left sidebar, you see a Rave Alert message saying “You are missing a mobile number for RAVE Alert.” **Each time you log in, this sidebar will continue to display until you enter your mobile phone information. Once you enter and complete your mobile phone registration, this sidebar message will no longer appear.**

To enter your mobile phone information, click on the link in the sidebar “Go to Rave Alert”. This will open the following window:

my.stevenscollege.edu

HOME CAMPUS LIFE ACADEMICS STUDENT SERVICES MY PAGES

You are here: Campus Life > Home

Rave Alert
You are missing a mobile number for Rave Alert.
Go to Rave Alert

Campus Life
Home

Quick Links
My Courses
My Pages
TSCT Main Website
TSCT Email Login

Campus Life
Printer Friendly

Rave User Portlet

In order to take full advantage of Rave Alert, you must provide at least one mobile contact.

Email
Primary Email

Mobile Phones
None

Update Info Help

Privacy Policy About Us Contact Us Campus Directory

Powered by Jenzabar. v7.5.5

This window shows the information currently on record for you with RAVE Alert. The Primary Email address will be showing your TSCT Email address. Notice the Mobile Phones shows as None.

To add a mobile phone, click on the Update link.

This will open the following window:

my.stevenscollege.edu

HOME CAMPUS LIFE ACADEMICS STUDENT SERVICES MY PAGES

You are here: Campus Life > Home

Rave Alert
You are missing a mobile number for Rave Alert.
Go to Rave Alert

Campus Life
Home

Quick Links
My Courses
My Pages
TSCT Main Website
TSCT Email Login

Campus Life
Printer Friendly

Rave User Portlet

Please use the below form to update your Rave Alert emergency notification contact information.

Email

Primary Email

Email (1) This email account will only be used for emergency notifications.

Email (2) This email account will only be used for emergency notifications.

Mobile Phones

Mobile (1) Select a Carrier

Mobile (2) Select a Carrier

Mobile (3) Select a Carrier

Save Cancel Help

For any questions regarding this form, please contact the campus security office.

Privacy Policy About Us Contact Us Campus Directory

Powered by Jenzabar. v7.5.5

In this window, in the Mobile (1) text box; enter your mobile phone number. In the Select a Carrier dropdown box, choose your mobile phone carrier. All major carrier vendors will be listed.

If you choose, you can enter additional email addresses besides your TSCT email account to receive emergency notifications in the Email (1) and Email (2) text boxes.

If you choose, you can enter additional mobile phone numbers in the Mobile (2) and Mobile (3) text boxes to receive emergency notifications.

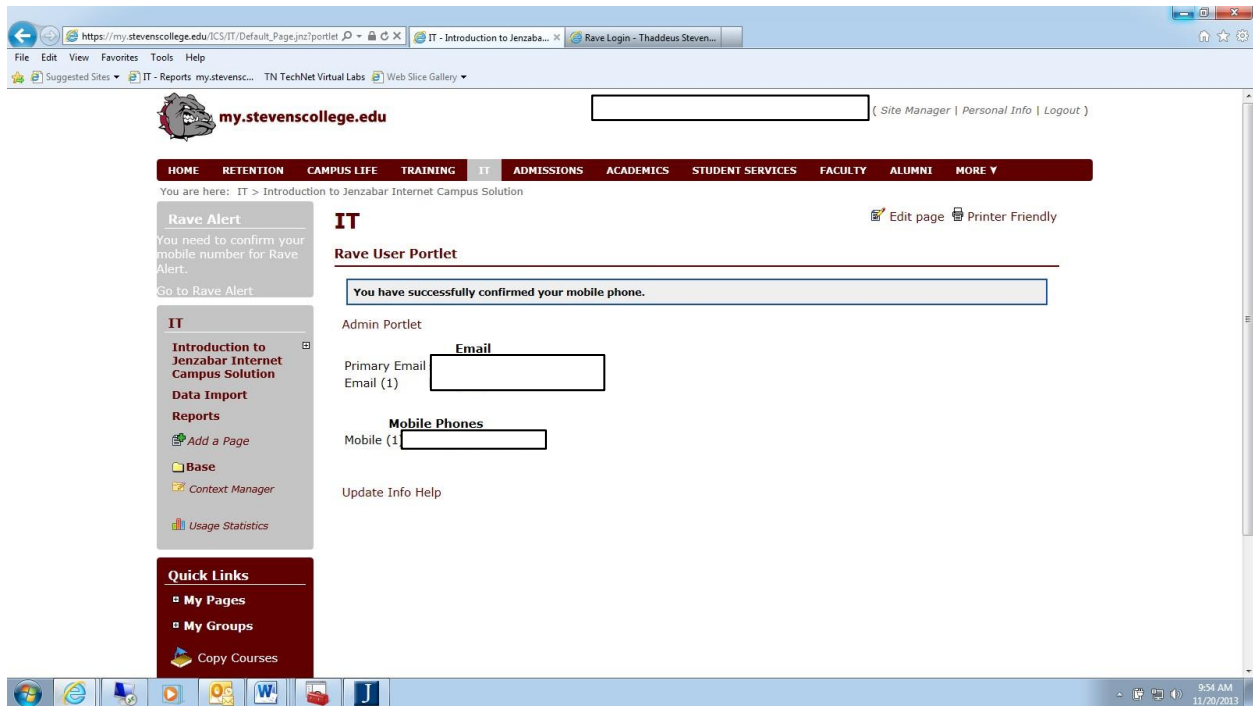
When you have entered your mobile phone number and any additional information, click on the Save link.

You will now see the following window:

The screenshot shows a web browser window displaying the my.stevenscollege.edu website. The browser's address bar shows the URL https://my.stevenscollege.edu/ICS/IT/Default_Page.jncz/portlet. The website has a navigation menu with links like HOME, RETENTION, CAMPUS LIFE, TRAINING, IT, ADMISSIONS, ACADEMICS, STUDENT SERVICES, FACULTY, ALUMNI, and MORE. The main content area is titled "Rave User Portlet" and displays a message: "You have successfully updated your information." Below this, a yellow warning box states: "You have NOT completed the phone validation process. To finish and take advantage of all the Rave features, enter the 4-digit code that has been texted to 717-855-6617." A "Confirm Phone" button is visible next to the warning. The page also includes sections for "Admin Portlet" with "Email" and "Mobile Phones" subsections, each containing a text input field. The "Email" section has a "Primary Email" label and an "Email (1)" input field. The "Mobile Phones" section has a "Mobile (1)" input field. At the bottom, there is an "Update Info Help" link. The browser's taskbar at the bottom shows various application icons and the system clock indicating 9:47 AM on 11/20/2013.

After saving, within a few moments after this window appears, you should receive a text message on your phone from Stevens College. This text message will contain the four number code to enter into this text box. Enter the number and then click on the Confirm Phone button.

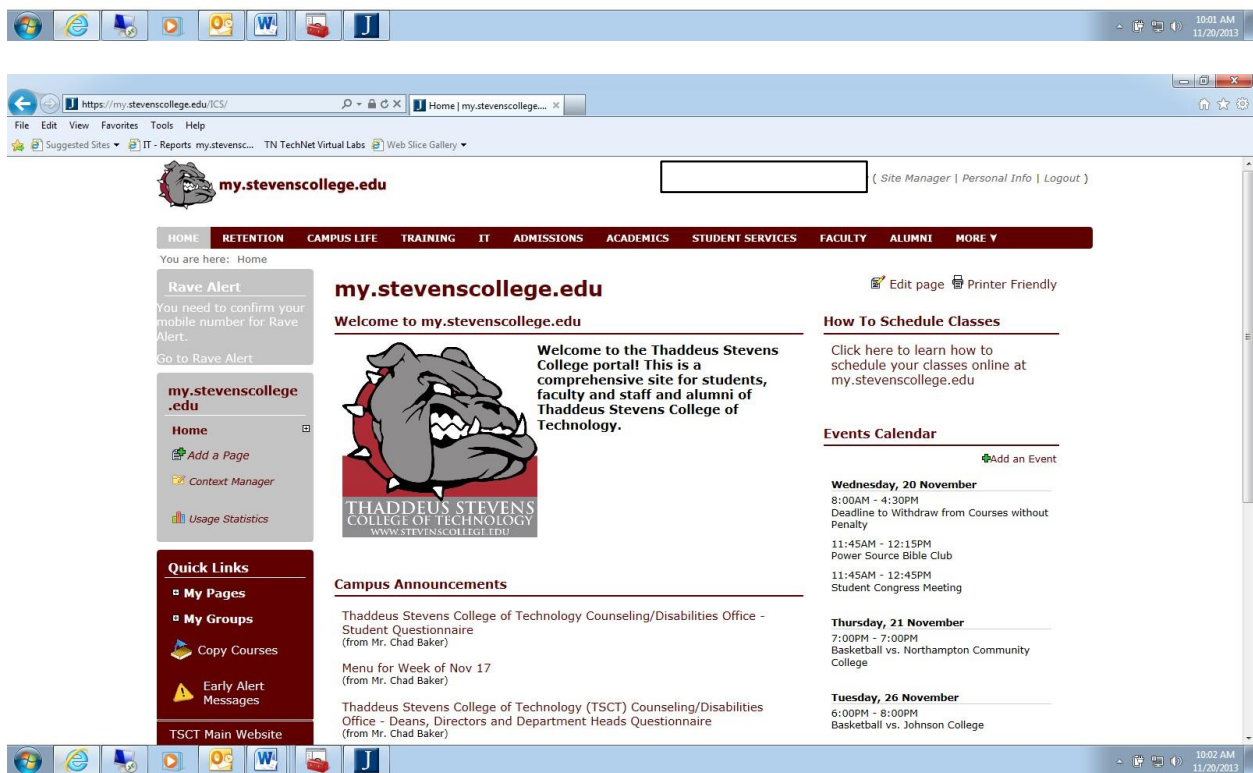
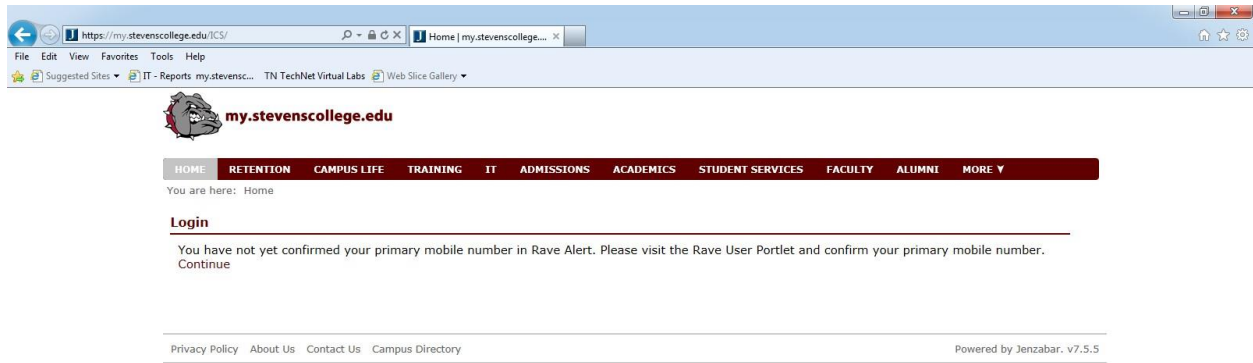
This window will now appear:



You will receive a second text message on your mobile phone indicating your phone has been confirmed.

You have successfully completed the RAVE registration process.

If for some reason, you don't enter the confirm code at this time, and you exit the RAVE portlet or the TSCT portal without confirming your mobile phone number, you will see the following screens during login and this message from the sidebar once on the TSCT portal:



You will continue to see these messages until you enter your confirm code. To enter your confirm code, click on the Go to Rave Alert link on the left sidebar. You will come back to the Confirm Code window.

The screenshot shows a web browser window with the URL https://my.stevenscollege.edu/ICS/IT/Default_Page.jnz/portlet. The page header includes the Stevens College logo and navigation tabs: HOME, RETENTION, CAMPUS LIFE, TRAINING, IT, ADMISSIONS, ACADEMICS, STUDENT SERVICES, FACULTY, ALUMNI, and MORE. The IT tab is selected, and the breadcrumb trail shows "You are here: IT > Introduction to Jenzabar Internet Campus Solution".

The main content area is titled "Rave User Portlet" and contains a yellow warning box with the following text: "You have NOT completed the phone validation process. To finish and take advantage of all the Rave features, enter the 4-digit code that has been texted to 717-855-6617." Below this, there is a "Confirm Phone" button and a link that says "Click here to resend code". A red box highlights the warning message.

Below the warning box, there are sections for "Admin Portlet" and "Mobile Phones". The "Admin Portlet" section has a "Primary Email" field with a "Confirm Phone" button next to it. The "Mobile Phones" section has a "Mobile (1)" field. There is also an "Update Info Help" link.

The left sidebar contains a "Rave Alert" section with a message: "You need to confirm your mobile number for Rave Alert. Go to Rave Alert." Below this is an "IT" section with links to "Introduction to Jenzabar Internet Campus Solution", "Data Import Reports", "Add a Page", "Base", "Context Manager", and "Usage Statistics". At the bottom of the sidebar is a "Quick Links" section with links to "My Pages", "My Groups", and "Copy Courses".

The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying 10:03 AM on 11/20/2013.

Enter the code you had been previously sent. If you do not have it, click on the link that says Click here to resend code. This will resend the 4 number code. Enter it and click on the Confirm Phone button. This will complete the registration process.

After completing the registration process, the login banner message and RAVE Alert sidebar message will no longer appear.

Changing/Adding Email and Mobile Phone Information

If you wish to modify or add any information, go to the Campus Life Tab. Under the Campus Life home page, you will see the Rave User Portlet which will show the current information on record for you:

Rave User Portlet

Email

Primary Email

Email (1)

Mobile Phones

Mobile (1)

Mobile (2)

[Update Info](#)

Click on the Update Info link, and you will go to the Rave User Portlet window, where you can edit or change your information.

The screenshot shows a web browser window with the URL <https://my.stevenscollege.edu/ICS/Students/>. The page header includes the Stevens College logo and navigation links: HOME, RETENTION, CAMPUS LIFE, TRAINING, IT, ADMISSIONS, ACADEMICS, STUDENT SERVICES, FACULTY, ALUMNI, and MORE. The main content area is titled "Student Services" and "Rave User Portlet". It contains a form for updating emergency notification contact information. The form includes fields for Primary Email, Email (1), and Email (2), each with a note: "This email account will only be used for emergency notifications." Below these are fields for Mobile (1), Mobile (2), and Mobile (3), each with a "Select a Carrier" dropdown menu. At the bottom of the form are "Save", "Cancel", and "Help" links. A footer note states: "For any questions regarding this form, please contact the campus security office." The left sidebar contains links to various student services, and the bottom of the page shows a Windows taskbar with the date and time 10:21 AM 11/20/2013.

[Update Info](#)

my.stevenscollege.edu

HOME RETENTION CAMPUS LIFE TRAINING IT ADMISSIONS ACADEMICS STUDENT SERVICES FACULTY ALUMNI MORE

You are here: Student Services > Student Home Page

Student Services

Student Home Page

MY Financial Aid

My Advising

My Student Life

My Career Services

Add/Drop Course

Student Forms

Handouts

Calendar

Add a Page

Context Manager

Usage Statistics

Quick Links

My Pages

My Groups

Copy Courses

Early Alert

Student Services

Rave User Portlet

Please use the below form to update your Rave Alert emergency notification contact information.

Email

Primary Email

Email (1) This email account will only be used for emergency notifications.

Email (2) This email account will only be used for emergency notifications.

Mobile Phones

Mobile (1)

Mobile (2) Select a Carrier

Mobile (3) Select a Carrier

Save Cancel Help

For any questions regarding this form, please contact the campus security office.

After modifying or adding information, make sure to click on the Save link.

Remember; if you add or change your mobile phone information, you will need to enter a new confirm code.

If you have any questions or issues, please contact Chad Baker or Sue Emswiler in the Business Office located in Mellor Building.