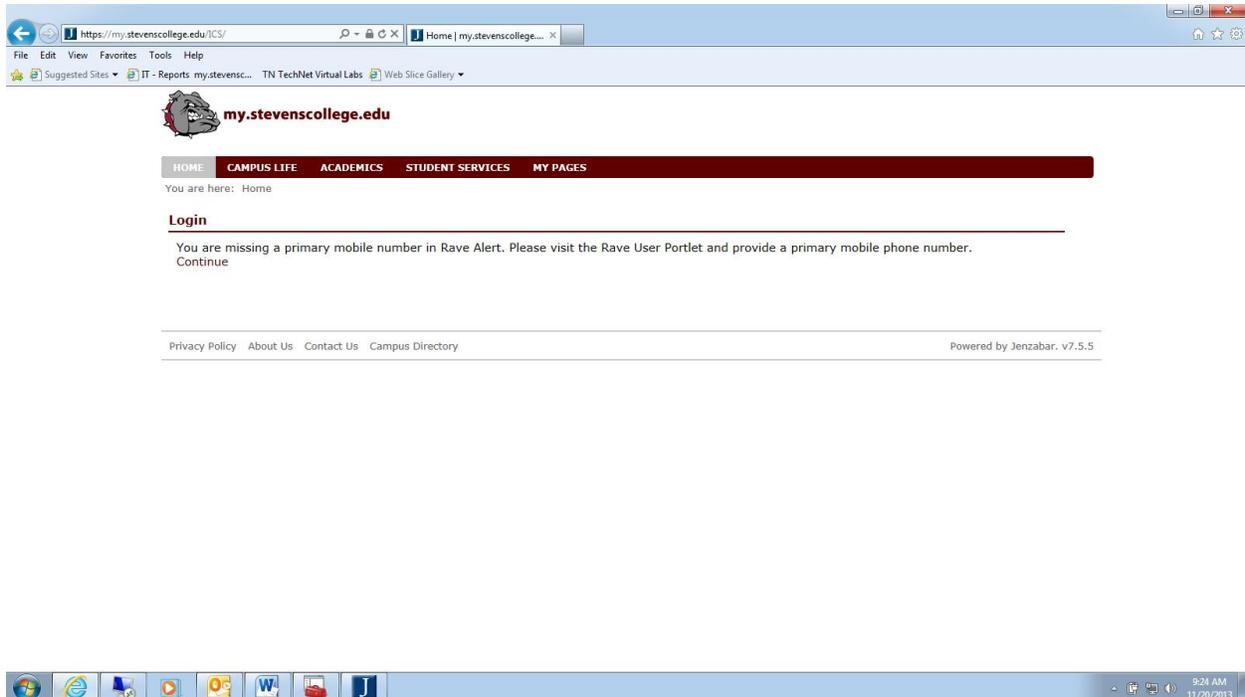


Configuring RAVE Alert Emergency Information within the TSCT Portal

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.

The screenshot shows the website <https://my.stevenscollege.edu/> in a browser window. The page features a dark red navigation bar with links for HOME, CAMPUS LIFE, ACADEMICS, STUDENT SERVICES, and MY PAGES. A sidebar on the left contains a Rave Alert message, a search box for my.stevenscollege.edu, and a Quick Links section with My Courses and My Pages. The main content area includes a welcome message, a bulldog logo, and a list of campus announcements. On the right, there are links for How To Schedule Classes and an Events Calendar for November 20th, 21st, and 26th.

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:

The screenshot shows a web browser window with the URL https://my.stevenscollege.edu/ICS/Campus_Life/Campus_Life. The page title is "Campus Life - Home | my.s...". The navigation menu includes HOME, CAMPUS LIFE, ACADEMICS, STUDENT SERVICES, and MY PAGES. The main content area is titled "Campus Life" and "Rave User Portlet". It displays the following information:

- 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.
- Email:** Primary Email (input field)
- Mobile Phones:** None
- Update Info Help:** (link)

At the bottom of the page, there are links for Privacy Policy, About Us, Contact Us, and Campus Directory. The page is 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:

The screenshot shows the same web browser window, but the "Rave User Portlet" is now displaying a form to update contact information. The form includes the following fields:

- Email:** Primary Email (input field), Email (1) (input field), Email (2) (input field). Each email field has a note: "This email account will only be used for emergency notifications."
- Mobile Phones:** Mobile (1), Mobile (2), and Mobile (3). Each mobile field has a dropdown menu labeled "Select a Carrier".

At the bottom of the form, there are "Save", "Cancel", and "Help" buttons. A note at the bottom of the page states: "For any questions regarding this form, please contact the campus security office." The page is 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.

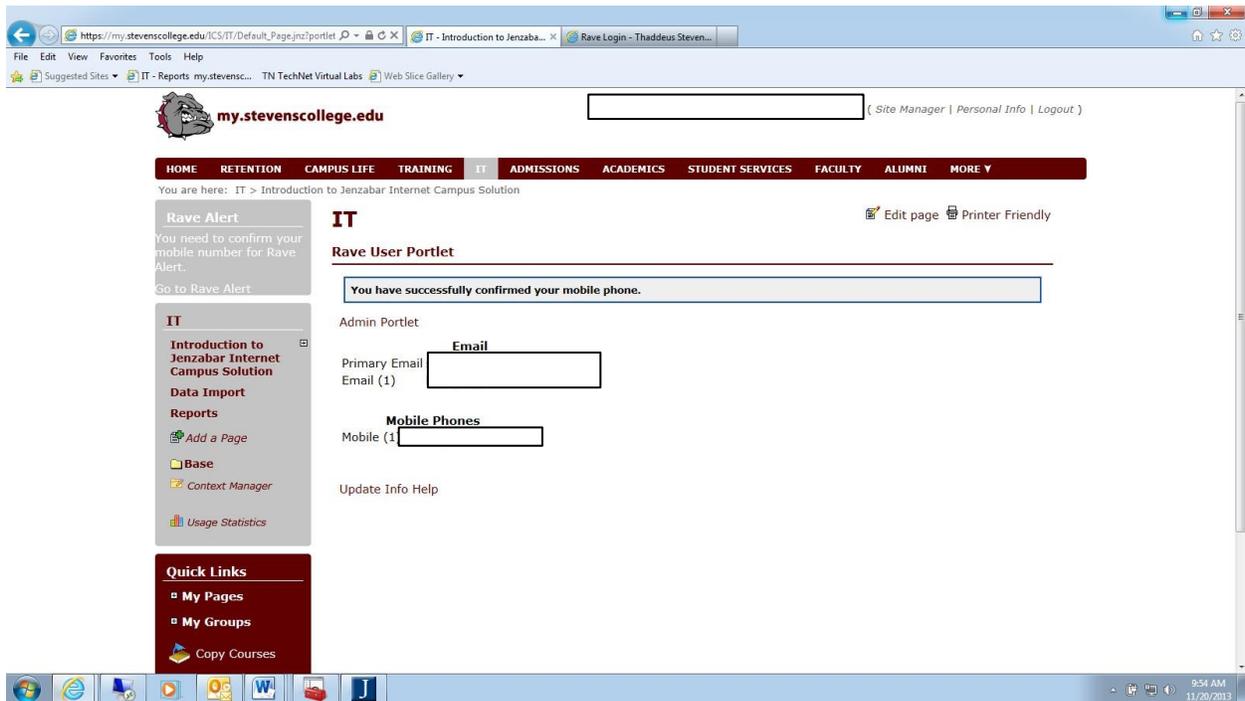
When you have entered your mobile phone number and any additional information, click on the Save link.

You will now see the following window:

The screenshot shows a web browser window displaying the my.stevenscollege.edu website. The page title is "Rave User Portlet". A message at the top of the portlet states: "You have successfully updated your information." Below this, a yellow warning box contains the 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." A "Confirm Phone" button is visible next to this message, along with a link to "Click here to resend code". Below the warning box, there are 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 "Email (1)" below the input field. The "Mobile Phones" section has "Mobile (1)" below its input field. At the bottom of the portlet, there is an "Update Info Help" link. The browser's address bar shows the URL "https://my.stevenscollege.edu/ICS/IT/Default_Page.jnz/portlet...". The Windows taskbar at the bottom shows the system clock as 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:

https://my.stevenscollege.edu/CS/

my.stevenscollege.edu

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

You are here: Home

Login

You have not yet confirmed your primary mobile number in Rave Alert. Please visit the Rave User Portlet and confirm your primary mobile number.
Continue

Privacy Policy About Us Contact Us Campus Directory

Powered by Jenzabar. v7.5.5

https://my.stevenscollege.edu/CS/

my.stevenscollege.edu

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

You are here: Home

Rave Alert
You need to confirm your mobile number for Rave Alert.
Go to Rave Alert

my.stevenscollege.edu
Home
Add a Page
Context Manager
Usage Statistics

Quick Links
My Pages
My Groups
Copy Courses
Early Alert Messages
TSCT Main Website

my.stevenscollege.edu
Welcome to my.stevenscollege.edu


Welcome to the Thaddeus Stevens College portal! This is a comprehensive site for students, faculty and staff and alumni of Thaddeus Stevens College of Technology.

Campus Announcements
Thaddeus Stevens College of Technology Counseling/Disabilities Office - Student Questionnaire (from Mr. Chad Baker)
Menu for Week of Nov 17 (from Mr. Chad Baker)
Thaddeus Stevens College of Technology (TSCT) Counseling/Disabilities Office - Deans, Directors and Department Heads Questionnaire (from Mr. Chad Baker)

How To Schedule Classes
Click here to learn how to schedule your classes online at my.stevenscollege.edu

Events Calendar
Add an Event

Wednesday, 20 November
8:00AM - 4:30PM
Deadline to Withdraw from Courses without Penalty
11:45AM - 12:15PM
Power Source Bible Club
11:45AM - 12:45PM
Student Congress Meeting

Thursday, 21 November
7:00PM - 7:00PM
Basketball vs. Northampton Community College

Tuesday, 26 November
6:00PM - 8:00PM
Basketball vs. Johnson College

(Site Manager | Personal Info | Logout)

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 at the URL https://my.stevenscollege.edu/ICS/IT/Default_Page.jnz?portlet. The page title is "IT - Introduction to Jenzabar...". The navigation menu includes: HOME, RETENTION, CAMPUS LIFE, TRAINING, IT, ADMISSIONS, ACADEMICS, STUDENT SERVICES, FACULTY, ALUMNI, MORE. The main content area is titled "IT" and "Rave User Portlet". It contains a yellow warning box with the 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 is a "Confirm Phone" button and a link "Click here to resend code". A red-bordered box contains a note: "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 67263 and 226787 delivered to your mobile device." The "Admin Portlet" section has an "Email" heading with a "Primary Email" field (containing "Email (1)") and a "Mobile Phones" section with a "Mobile (1)" field. A "Quick Links" sidebar on the left includes "My Pages", "My Groups", and "Copy Courses". The Windows taskbar at the bottom shows the time as 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)

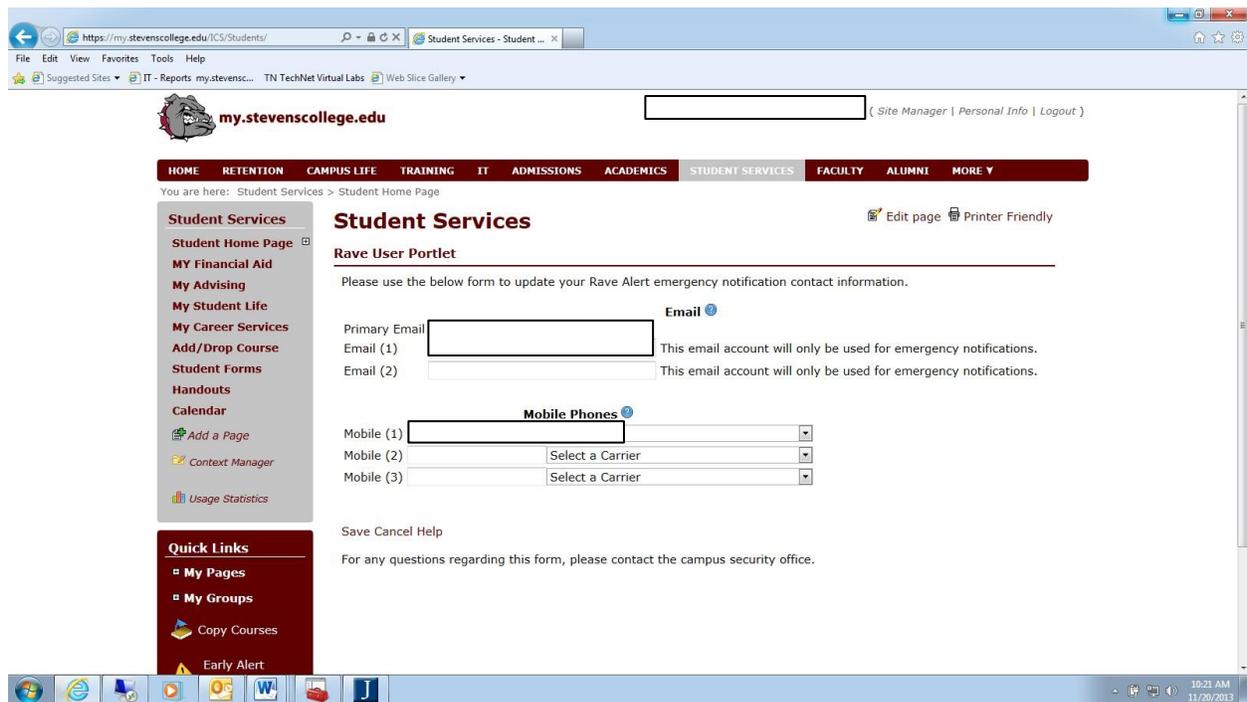
Mobile Phones

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 displaying the Rave User Portlet form. The browser's address bar shows 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 sections for "Email" and "Mobile Phones". The "Email" section has fields for "Primary Email", "Email (1)", and "Email (2)", each with a text input field and a note: "This email account will only be used for emergency notifications." The "Mobile Phones" section has fields for "Mobile (1)", "Mobile (2)", and "Mobile (3)", each with a text input field and a "Select a Carrier" dropdown menu. Below the form are "Save", "Cancel", and "Help" buttons. A note at the bottom of the form states: "For any questions regarding this form, please contact the campus security office." The browser's taskbar at the bottom shows the system tray with the time 10:21 AM and date 11/20/2013.

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.