Information Technology Services

Quick Start Guide for Detroit Mercy’s Emergency Alert System
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Login

- Navigate to: www.getrave.com/login/udmercy
- Please use your My Portal credentials to log in.

Edit Name

- Click the Edit button to edit your name and/or language, if needed.
Add New Mobile Phone

- Click on Add to add a new mobile phone.

- Enter your mobile number. If you would like to receive voice messages in addition to text messages, check the “Enable Voice Message Delivery” below. Click Continue.
• Select your mobile phone carrier and click **Continue**.

<table>
<thead>
<tr>
<th>Enter Mobile Number</th>
<th>Confirm Carrier</th>
<th>Enter Confirmation Code</th>
<th>Complete</th>
</tr>
</thead>
</table>

**Mobile Number:** **********

Confirm your carrier

- My carrier is not listed

[Continue] [Cancel]

• You will receive a confirmation code in a text message. Enter that code and click **Continue**.

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</table>

Check your mobile phone. We have sent a text to 513-560-7343.
If you have not received the text message containing a 4-digit code, [Click here to resend now].
If the mobile carrier is incorrect, [Click here to modify].

**Confirmation code**

[Delete Pending Number] [Resend Confirmation Code] [Continue] [Cancel]

• **Click Done** to return to the main screen.
Test or Modify Existing Contact

- To test or modify an existing contact, click on Test, Edit or Remove button.
Voice Only Line Contacts

- Click on Add to add a new voice only phone number. This phone number will not receive text messages.
Email

- You may Add a new email address.
- To confirm that you can receive emails, click the Test button.
- The Edit and Remove options are only available for addresses other than your primary Detroit Mercy address.