## **Rave Alerts**

Rave Alert provides UIW emergency communications, course announcements and other important course information delivered via text message or email. To utilize this option you need to sign up for Rave Alert through MyWord.



- 1. Log into MyWord.
- 2. Click the **Rave Alert** icon on the Launch Pad.

				Change Site
	UIW Email ID	Password	Log in	
Register for approved Universi	ty of the Incarnate Word emer	rgency communications and o	ther important information via text	message and email.
Rave does not charge subscrit carrier plan and subscription d	vers to send or receive SMS n etails. Once registered, you ca	ressages. Standard or other r an opt out of SMS messages a	nessaging charges apply dependin at any time by texting STOP to 6721	g upon your wireless 83 or 226787

- 3. Login with UIW network/Blackboard username and password.
- 4. Click Login. Log in

CARDINALS	O tim
Validate User Create Account Contrm.N	Noble Carrier Confirm Mobile Number Strashed
Create Your Account You are currently registering for an account with Universit If this is not your organization <u>slick here</u> .	ty of the Incarnate Word.
First name	
Last name	
Registration Email	
Mobile Number	
Re-enter Mobile Number	
Terms of Use	
Date of Last Revision: March 2011 These Terms of Use (the "Terms") describe the terms u telecommunication services (the "Services") provided b Reensed certain applications from Rave and through who	ander which you may access and use the mobile and web-based messaging and y Rave Witeless, Inc. ( <b>Rave')</b> and, if applicable, the clent of Rave who has ich you were granted access to the services (the <b>'Client'</b> )
The Services are a set of applications accessed through connected. Changes in the I form with the poster on this if have read and agree to the Rave Terms of Use Proceed to Next Step Cancel	The web of mobile devices, the features of which way based on which appointed to the second s

5. You will be able to create your account with Rave Alert by entering your information into the empty fields.

6. On the **Terms and Conditions section**, check the **agreement** box. *If you have previously logged into Rave, this step will be skipped.* 

7. Click Proceed to Next Step.





210-473-8437 (T-Mobile). w one, If carrier is incorrect, click here to

Confirm Your Mobile Number Please enter the 4-digit code that we've text

le later

- 8. You will need to confirm your mobile carrier. Please select you mobile network carrier.
- 9. Click **Proceed to Next Step.**

Help

carrier. If you do

10. Since you entered your cell phone information, this allows you to receive text message alerts. You will be sent a 4-digit code that you will have to enter. Click **Finish** 

💄 My Account 🖉 Groups	
	Edit
Mobile Phones	G Add
Confirmed 🗳	
Voice Only Line Contacts	C Add
Email	Add
Registration email:	Test

11. You will now be able to see what email addresses and phone numbers will receive any notifications.

12. Click the **Add** Buttons to add a cell phone, number, email address, or landline option to your Rave account.

13. Rave alerts will be received at these addresses and phone numbers in addition to your UIW Cardinal Mail Account.



## STUDENTS WANTING TO USE BLACKBOARD ANNOUNCMENTS

CARD	INALS				•
		My Account	Find Groups		
Official G	roups				
Туре		Group			Action
Resource		Blackboard Announcements			٩
My Group	os				
Туре	Role	Group	Alert by Text	Alert by Email	Actions
Resource	Member	UIW Broadcast Alerts	Ø	Ø	

- 1. Click the **Groups Tab**
- 2. Locate **My Groups**, and click the <u>Blackboard announcements</u> link Users may modify default settings for all courses/organizations or select their preferred settings for each individual course or organization

- Tools
Announcements
Calendar
Tasks
My Grades
Student@Live E-Mail
Rave Alerts
Cardinal E-Mail - Faculty
User Directory
Address Book
User Manual
Personal Information

3. If you have not setup the Blackboard Rave Alerts at this time please do the following.

- a. Login to **Blackboard.**
- b. Under the **Tools** section you will click **Rave Alerts**.
- c. You will then be prompted to login to Rave Alerts.



Blackboard Announcements	Deactivate Blackboard							
	Announcements		Calendar Items Assignm		nments	ents Grades		
	Text	Email	Text	Email	Text	Email	Text	Email
DEFAULT Settings								
Course	Announcements		Calendar Items		Assignments		Grades	
	Text	Email	Text	Email	Text	Email	Text	Email
-								
-	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>

- 4. Check off each of the boxes for the *Type* (Email or Text) and the *Category* (Announcements, Calendar, Assignments, Grades) of Rave alerts that you want to receive.
- 5. Remember that standard text messaging rates apply.

## 6. Click **Submit** Submit

A new page will open notifying you that the alert settings have been saved.

