SECURE RCCD ALERTS!
WEB ADVISOR
FOR EMPLOYEES AND STUDENTS
INTRODUCTION
During emergencies and critical events it is imperative that employees, students and community members receive information about the situation and how to respond. RCCD is implementing an improved emergency mass notification system called Secure RCCD. Secure RCCD uses notification services from Rave Mobile Safety. The Secure RCCD Alert feature allows students, employees and the community to receive emergency notification messages from the District and/or the colleges via telephone, e-mail, and text message (SMS). It is important to keep contact information updated in order to receive emergency notifications. For additional information about the Secure RCCD and additional applications visit: www.rccd.edu/secureRCCD/
Step 1: Go to WebAdvisor

Go to WebAdvisor (click here) and log-in to your account.

Click on “Log-In” On upper right tab

Step 2: Under Personal Information

Click on “Secure RCCD Notifications” link under “Personal Information”
Step 3: Complete Secure RCCD Notifications Page

Input your main mobile number to be used for EMERGENCY notifications. Do not use hyphens or parentheses.

Read entire page and check the box to certify information.

Click on “Submit”

Critical Information

If you do not wish to modify your preferences (language and colleges) for emergency notifications or add additional forms of contact (personal emails, landline phones, additional mobile numbers), then by entering your cell phone into WebAdvisor’s Secure RCCD Notifications page you have completed the process.

If you did not provide your cell phone number in WebAdvisor’s Secure RCCD Notifications and/or don’t provide additional contact information in the Rave Mobile Safety Portal (directions to follow) the only way you will receive Alert Messages is through your RCCD email.

In order to register other devices (personal emails, landline phones, additional mobile numbers), register family members who would also like to receive emergency notifications from RCCD or to modify your preferences, see the “Instructions: Additional registration and changing preferences” to follow.
SECURE RCCD

FOR EMPLOYEES AND STUDENTS

SECURE RCCD ALERTS!
RAVE PORTAL
INSTRUCTIONS
Additional preferences

Step 1: Log-In at Rave Portal

ONLY REGISTER THROUGH THE RAVE MOBILE SAFETY: SECURE RCCD PORTAL IF:

1) You would like to add additional contact information for emergency notifications, such as personal email address, landline phone or additional cell phone numbers.

2) You would like to register a family member to receive the same emergency messages by adding their personal email address, landline phone or cell phone number.

3) You would like to change your language preference. Notifications are sent in English, unless you log-in and register to receive them in Spanish.

4) You would like to receive messages from additional colleges within RCCD (Moreno Valley College, Norco College & Riverside City College). If you do not add additional colleges, you will be registered only to receive messages that are sent to the entire district or to your home college.

In order to log-in, visit the Rave Mobile Safety: Secure RCCD portal at


IMPORTANT:

Follow the instructions on the next page
Step 1 (cont.)

**Do not use the Register link!**

If this is your first time logging in to the Rave Portal or you don't know your password, please use the *Forgot Your Password* link directly under the password prompt. You will receive further log-in instructions to your RCCD email.

All registered students and employees should have an account.

Click on

“Forgot your Password”

**DO NOT REGISTER or ENTER A PASSWORD**
during this part of the registration process
Step 1 (cont.)

Your Username is your RCCD provided email address, for example jsmith22@student.rcc.edu

A message will pop-up that an email has been sent to your RCCD email. Check your RCCD email for the link to enter your password.

Email should arrive from no-reply@getrave.com Which has language similar to this.

Click on the link provided or paste it into your browser.

From: no-reply@getrave.com
Sent: Wednesday, August 26, 2015 11:23 AM
To: Smith, John
Subject: [External Sender] Rave Password Reset Authorization

Dear John Smith

To reset your Rave password, please click the link below. This link will expire in 1 hour.
https://www.getrave.com/ResetPassword.do?id=70193&token=326fd672-6154-4029-93e4-b442a46a8591

If you didn't request this, simply ignore this message.

Thank you,
Rave

This Footer added by RCCD Information Services: This message is from an external NON-RCCD sender.
Step 5 (cont.)

The link will take you to a “Reset Password” page. Enter your RCCD Email Address for Username. Then create a secure password to be used for this Portal.

Please write down your password and store it in a secure location.

Return to the Rave Mobile Safety: Secure RCCD portal at https://www.getrave.com/login/rccd to log-in

Step 6: Log-in to Rave Portal

Enter Username & Password
Step 7: Adding Contact Information

If you entered your cell phone number into WebAdvisor’s Secure RCCD Notification page, your mobile number will appear here. This must be changed in WebAdvisor.

Your RCCD email is automatically entered.

To add a mobile number (for you or a family member) click on “Add” next to “Mobile Phones”

Click the checkbox if you would like to enable this phone to receive voice messages.

Enter the cell number

Click “Continue”
Step 7: Adding Contact Information

Repeat the process to add more mobile numbers, then move to
- **Voice Only Line** – click on “Add” and input any landlines.
- **Emails Contact** – click on “Add” and input any additional emails for you or a family member.

Step 8 – Modify Language Preference

If you would like to change your language preference click on “Edit” next to your name and email address.
Step 8 (cont.)

If you would like to change your language preference to Spanish instead of English, click on “Spanish” in the dropdown menu.

Step 9 – Modify Your Groups

As an employee or students, you will have the option to receive messages from colleges other than your home college, by adding yourself to a college group. For example, if your home college is Moreno Valley, but you teach one class at Norco College, then you can opt to receive emergency notifications for Norco College as well.

If you would like to opt in to receive messages from additional colleges, click on the “Groups” tab on the main page.
You should already be a member of your home college student group.

To opt in to other college emergency messages, click on the group you would like to join. You will not be allowed to join private groups.
Step 9 (cont.)

Click on “Join” next to the words “Group Status”

Congratulations – You are Done!