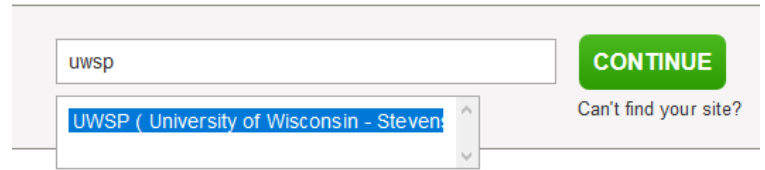


# HOW TO ADD ADDITIONAL CONTACTS TO POINTER ALERTS ACCOUNT

## Step 1: Go to <http://getrave.com>

If you are using a browser other than Internet Explorer and this is the first-time logging onto Rave at this computer or the cookies have been deleted, you may be asked to **Enter your site's name**: if so, proceed to Step 2, otherwise, skip down to Step 4.



## Step 2: Type **UWSP** in the dropdown box.

## Step 3: Click on **UWSP (University of Wisconsin-Stevens Point)**. You will then be redirected to the login screen.

## Step 4: Enter your **Username & Password**

## Step 5: Click **Continue**.



Sign in with your UWSP account

someone@example.com

Password

Sign in

## Add Additional Mobile Contact (optional)



Mobile Phones

+ Add

**Step 6:** In the **Mobile Phones** section, click on the **ADD** button.

**Step 7:** Enter the cell phone number you would like to add (*Do NOT enter your primary cell phone contact here*). Your primary cell phone contact number should be entered in either your accesSPoint profile (if you are a student) or in your MyUW System profile (if you are an employee). **Do not check** the "Enable Voice Message Delivery". If it is checked, please uncheck it.

10-Digit Mobile Number:

5555551212

## Step 8: Click **Continue**

## Add Additional Email Contact (optional)

**Step 1:** Click on **ADD**

**Step 2:** Enter the **Preferred Email address** you would like to add.

**Step 3:** Click **Save**.

Email

+ Add

Email Contact

Preferred Email (1)

|

Save

Cancel

Notice:

The University of Wisconsin–Stevens Point utilizes Pointer Alerts to send critical safety information and will never use it to advertise or spam. Keep in mind that the service is offered on a best-effort basis. Cellular technology is continuously evolving; there are many factors that could prevent a message from reaching your phone.