HOW TO ADD ADDITIONAL CONTACTS TO POINTER ALERTS ACCOUNT

Step 1: Go to [http://get rave.com](http://get rave.com)

**IMPORTANT!** If you are using Internet Explorer, you can skip to Step 6.

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 **IMPORTANT!** You must append @uwsp.edu to your username.

Step 5: Click Continue.

Add Additional Mobile Contact

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.

Step 8: Click Continue

Add Additional Email Contact

Step 1: Click on ADD

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

Step 3: Click Save.

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.