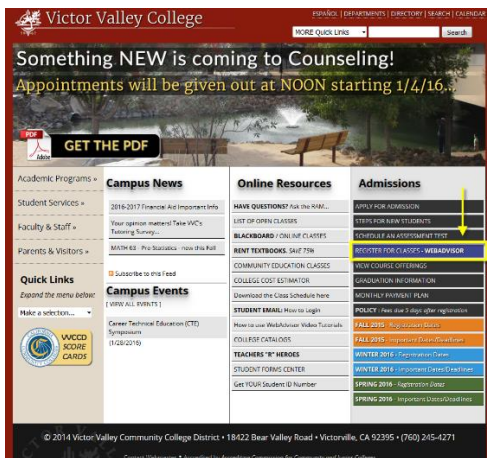


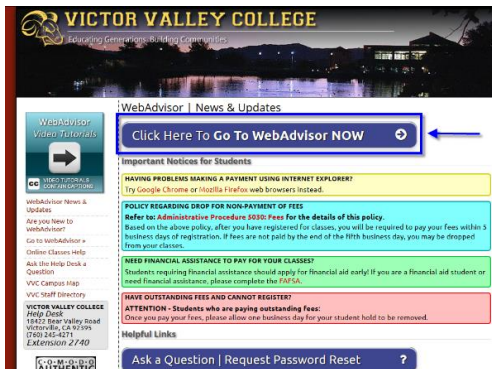
How to get Emergency Text Alerts at VVC

This document has been created to demonstrate how to add your cell phone number to the VVC Emergency Text Alert system (a.k.a. "RAVE").

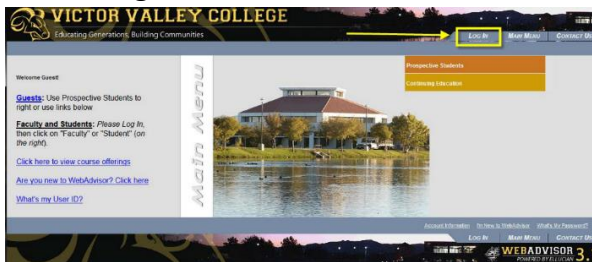
1. To add your cell phone to the emergency text alert system, you need to go to WebAdvisor.
2. Go to the VVC website home page (<http://www.vvc.edu>), and click **REGISTER FOR CLASSES - WEBADVISOR** in the Admissions column.



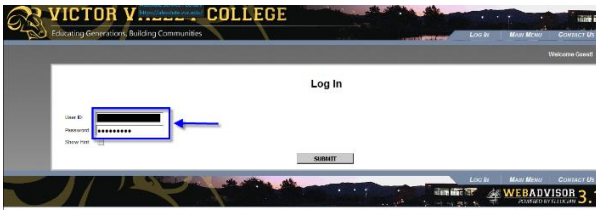
3. Next, click on **Click Here to Go to WebAdvisor NOW**.



4. Click **Log In**.



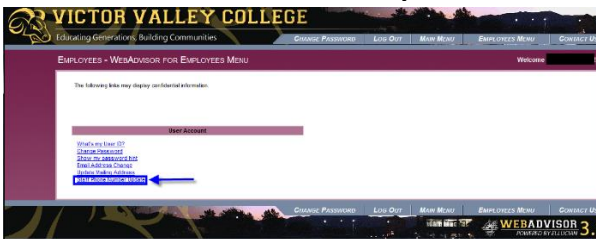
5. Enter your VVC username (firstname.lastname) and password and click **Submit**.



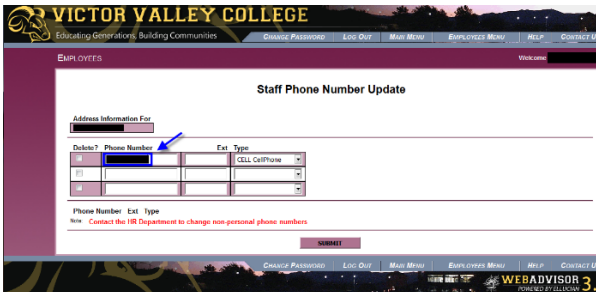
6. Click **Employees**.



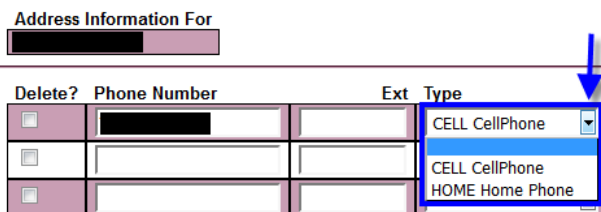
7. Click **Staff Phone Number Update**.



8. Enter your Cell Phone Number in the **Phone Number** field.

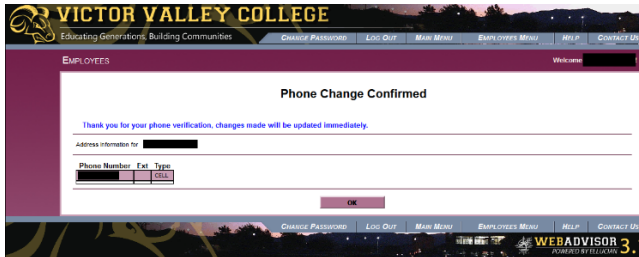


9. Ensure you have selected "CELL CellPhone" from the drop-down menu.



10. Click **Submit**.

11. WebAdvisor will display a **Phone Change Confirmed** page.



12. **You're done**, and you should begin receiving emergency text alerts once the system uploads your changed information to the RAVE text alert system.