

ENROLLMENT INTO RAVE MASS NOTIFICATION

Steps for how to update your employee contact information in order to receive emergency communication via the Rave Mass Notification System

- Populate your cellphone in the Employee Update Tool: <http://employeeupdate/>
- You may also access your employee profile by clicking on your name in the top right corner of the Pulse and then select "About Me".



- Click "Edit Your Profile" and populate your cell phone number. "Save."

About Fuller, Logan

[Edit Your Profile](#)

Fuller, Logan's Activities 

Fuller, Logan has no activities.



Organization Browser

Enter your cell number in the Cell Phone field. Checking the "Private?" box will not affect enrollment.

While you are on the Update screen, take a moment to verify or edit the rest of your information.

Click **Save** to save the changes.

Please update your details below

| | | |
|-------------------|--|---|
| Security Question | <input type="text"/> |  |
| Security Answer | <input type="text"/> | <small>This is only visible to you</small> |
| Cell Phone | <input type="text"/> |  |
| | <input checked="" type="checkbox"/> Private? | Enter your cell phone number here to receive Rave Alerts. |
| Office Phone | <input type="text"/> | <small>Example: (555) 555-5555</small> |
| Office Location | <input type="text"/> |  |

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NOTE: The Rave Alert database updates every morning, so your changes will not be active until the following day. You will be enrolled for Rave Alerts the day **after** entering your cell number - enrollment IS NOT immediate.

- You will be added into Rave Alert the following morning, and then can be added to any lists or notification groups you need to be a member of.