

State Technical College of Missouri

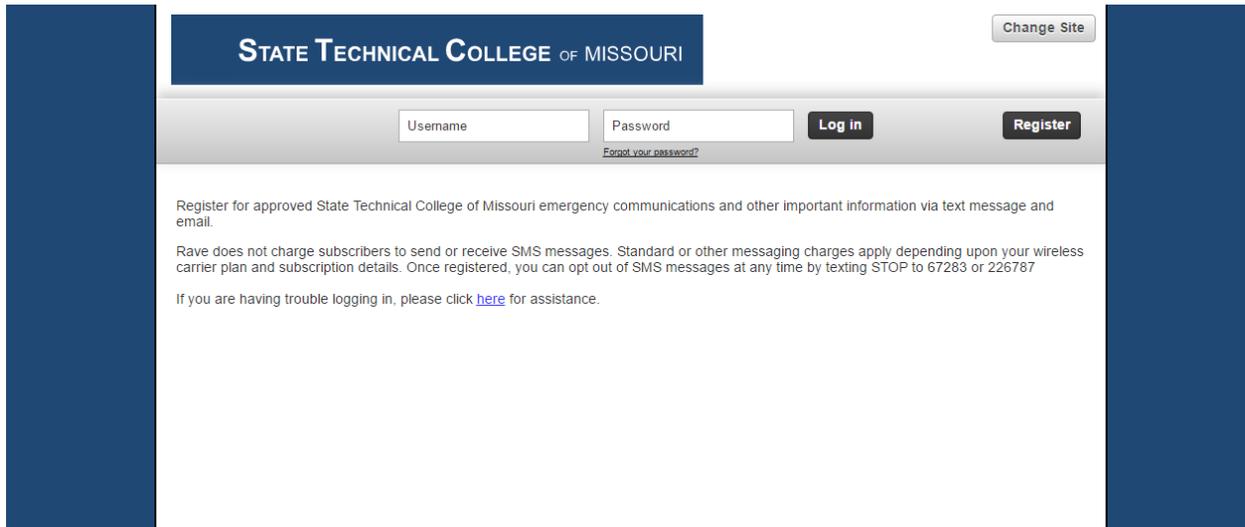
State Tech Alerts – Overview and General Instructions

As part of an initiative to increase safety and emergency awareness, State Technical College of Missouri has implemented an emergency alert system via Rave Mobile Safety. All students and employees are automatically enrolled in this alert system with information we currently have on file. This document will give an overview of how to access your information within the emergency alert system as well as how to sign up for additional types of alerts.

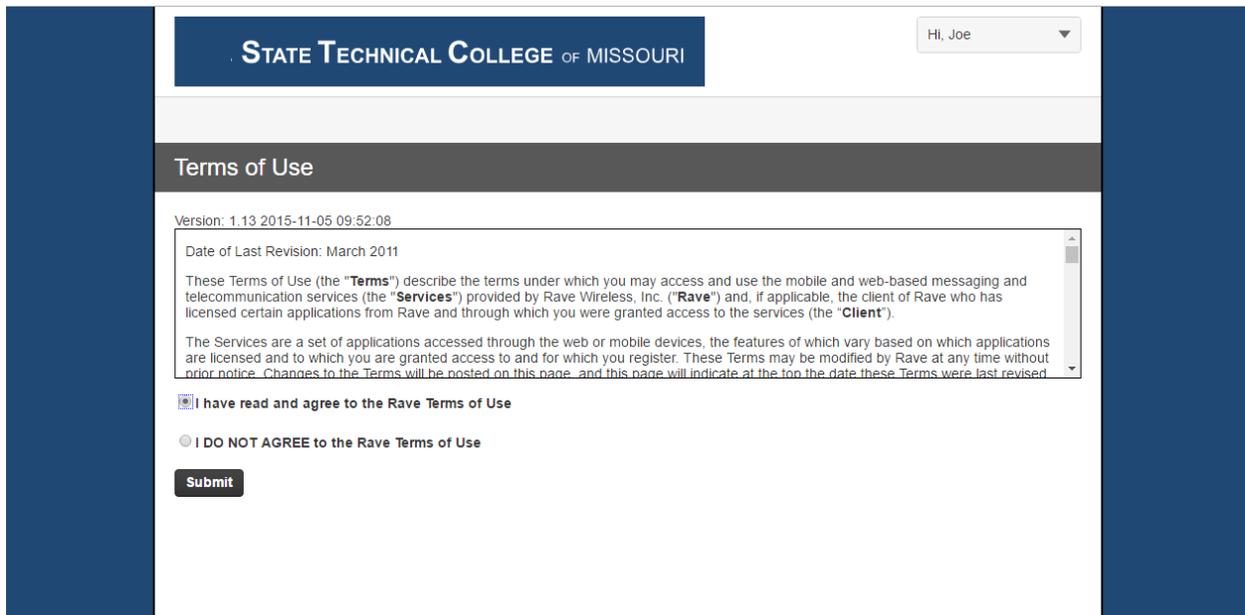
Accessing the State Tech Alerts system

The screenshot displays the EagleOnline portal interface. At the top, there is a navigation bar with tabs for 'Home', 'AJA@STC', 'Paying for College', and 'Student Info'. Below this, a 'You are here: Home' breadcrumb is visible. The main content area is titled 'EagleOnline' and features a 'Welcome' message. The welcome message states: 'EagleOnline is your portal to custom information for State Technical College of Missouri students, faculty and staff. Please log in above using your EagleOnline login and password.' It also provides instructions on how to use the portal after logging in. A 'Navigation Tips' section lists two key points: 'USE the "bread crumbs" to return to the previous page not the "back arrow" at the top of the page' and 'USE the button within the screen to navigate to the next page, not the "enter" key.' Below the navigation tips, there is a '2016 Family Day' announcement. On the left side of the page, there is a 'Quick Links' box with several links, including 'State Tech Alerts', which is highlighted with a red border. The 'State Tech Alerts' link is the focus of the document.

Students and employees may access their information within the State Tech Alert system by clicking the State Tech Alerts link in the Quick Links box of EagleOnline or by visiting <https://www.getrave.com/login/statetechmo>.



You may log into the State Tech Alerts system with your EagleOnline username and password. If you do not know your EagleOnline password, please use EagleOnline’s “I forgot my password” function or contact our helpdesk at 573-897-5200 for assistance.



If this is your first time logging in, you will need to read and accept the terms of use. If you do not accept the terms of use, you will not be able to access and update your information.

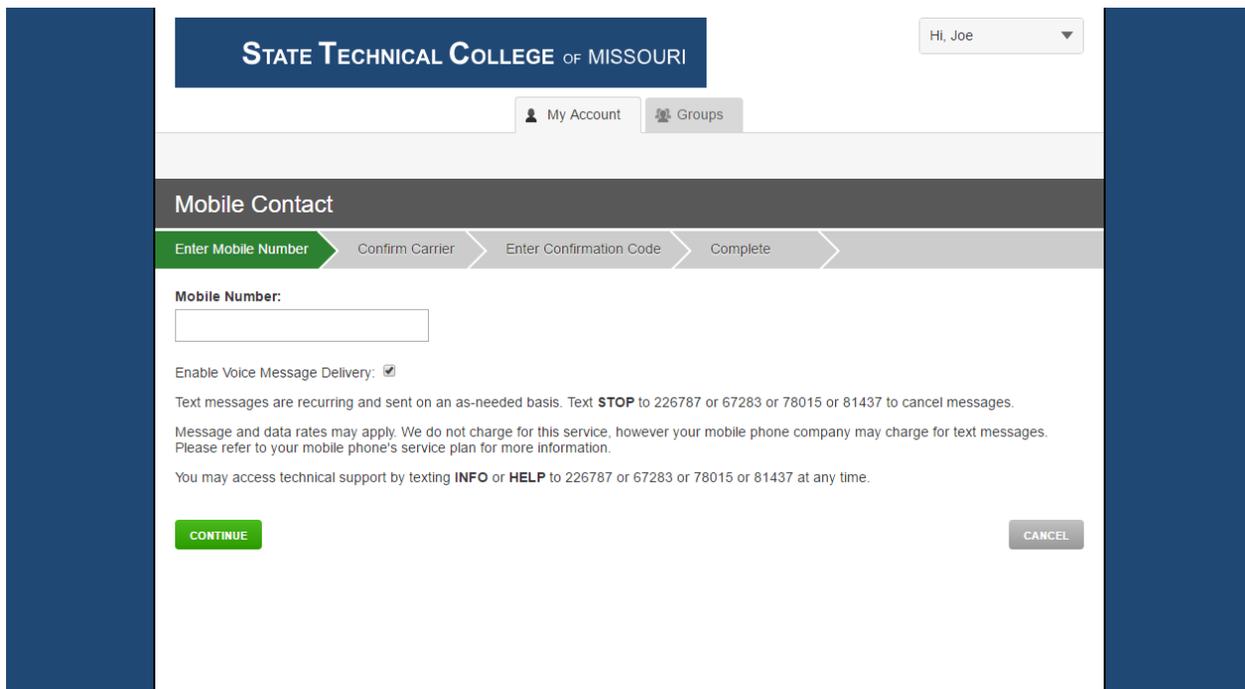
Verifying and Updating your Information

You will be taken to the My Account page after logging in. From here, you may verify and update your phone numbers and email addresses. You may also add up to three mobile phone numbers, three voice-only phone numbers, and two additional email addresses you wish to receive alerts at. **Students may add their parents' contact information here if they would like their parents to receive alerts.**

If you do not have a mobile phone number on file, you will be prompted to register one as pictured above. Clicking the Register Phone button will take you to a short form where you can enter your carrier and mobile number. The form will prompt you to enter a short, four-digit code to confirm that your information is correct, so please make sure your mobile phone is ready before beginning the registration process.

If you have a mobile number on file but have not yet confirmed it, you will be prompted to confirm your mobile number instead of registering a new one. The confirmation process follows the same steps as the registration process, but you will not be prompted for your mobile number or carrier.

The images beginning on the next page will demonstrate how to add a mobile phone number after clicking the Register Phone button.



The screenshot shows the State Technical College of Missouri website interface. At the top, there is a navigation bar with the college name and a user profile dropdown menu showing "Hi, Joe". Below this are buttons for "My Account" and "Groups". The main content area is titled "Mobile Contact" and features a progress indicator with four steps: "Enter Mobile Number" (highlighted in green), "Confirm Carrier", "Enter Confirmation Code", and "Complete". The "Enter Mobile Number" step contains a text input field for the mobile number, a checkbox for "Enable Voice Message Delivery" which is checked, and several lines of informational text regarding text message delivery, rates, and technical support. At the bottom of the form, there are two buttons: a green "CONTINUE" button and a grey "CANCEL" button.

The first page of the form prompts you to enter your mobile number. The form will only accept digits, so please do not enter dashes or parentheses. You may also choose to receive voice alerts at this number. When you are satisfied with your information, click the continue button to proceed.

STATE TECHNICAL COLLEGE OF MISSOURI

Hi, Joe

My Account Groups

Mobile Contact

Enter Mobile Number → **Confirm Carrier** → Enter Confirmation Code → Complete

Mobile Number: 555-555-5555

Confirm your carrier

If your phone can receive texts and is not blocked, a 4-digit confirm number will be sent to 555-555-5555 . Message and data rates may apply. Once you confirm, text messages are recurring and sent on an as-needed basis. Reply **STOP** to cancel and **HELP** for text support.

CONTINUE CANCEL

Next, you will be prompted to confirm your mobile phone carrier. The system will attempt to detect your carrier automatically, but you will need to correct its selection by choosing your carrier if a different carrier is displayed. If the correct carrier is displayed, click the continue button to proceed.

STATE TECHNICAL COLLEGE OF MISSOURI

Hi, Joe

My Account Groups

Mobile Contact

Enter Mobile Number → Confirm Carrier → **Enter Confirmation Code** → Complete

Check your mobile phone. We have sent a text to 555-555-5555.
 If you have not received the text message containing a 4-digit code, [click here to resend now](#).
 If the mobile carrier is incorrect, [click here to modify](#).

Confirmation code

Message and data rates may apply. Once you confirm, text messages are recurring and sent on an as-needed basis. Reply **STOP** to cancel and **HELP** for text support.

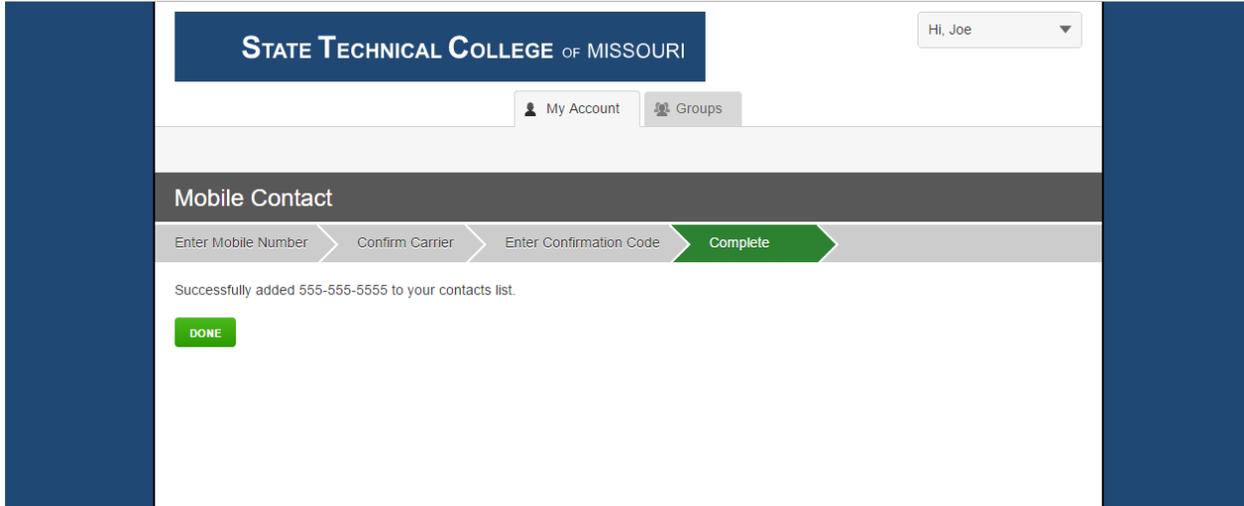
Failure to receive a confirmation code during mobile registration may be due to a premium messaging block placed by your carrier. If you do not receive a confirmation code, please contact your carrier and ask to have messages from shortcode 226787, 67283, 78015 and 81437 delivered to your mobile device.

DELETE PENDING NUMBER RESEND CONFIRMATION CODE **CONTINUE** CANCEL

If you have entered your information correctly, you will receive a text message with a 4-digit confirmation code at the mobile number you specified. If you do not receive this message within a couple of minutes, you may click the “resend confirmation code” button to have the system send the message again. If you still do not receive the confirmation message after pressing the resend

confirmation code button, please check your cell reception or use the “delete pending number” button to start the form over from the beginning.

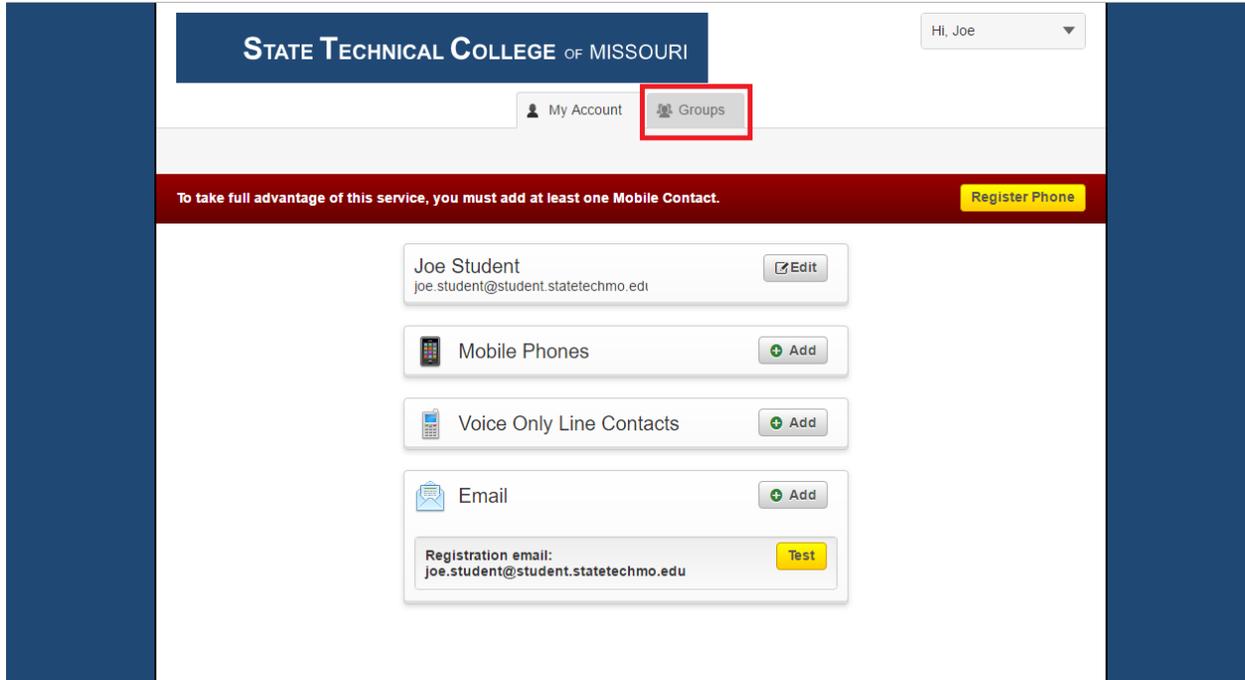
After you have received the confirmation message and have entered the 4-digit confirmation code, click the continue button to proceed.



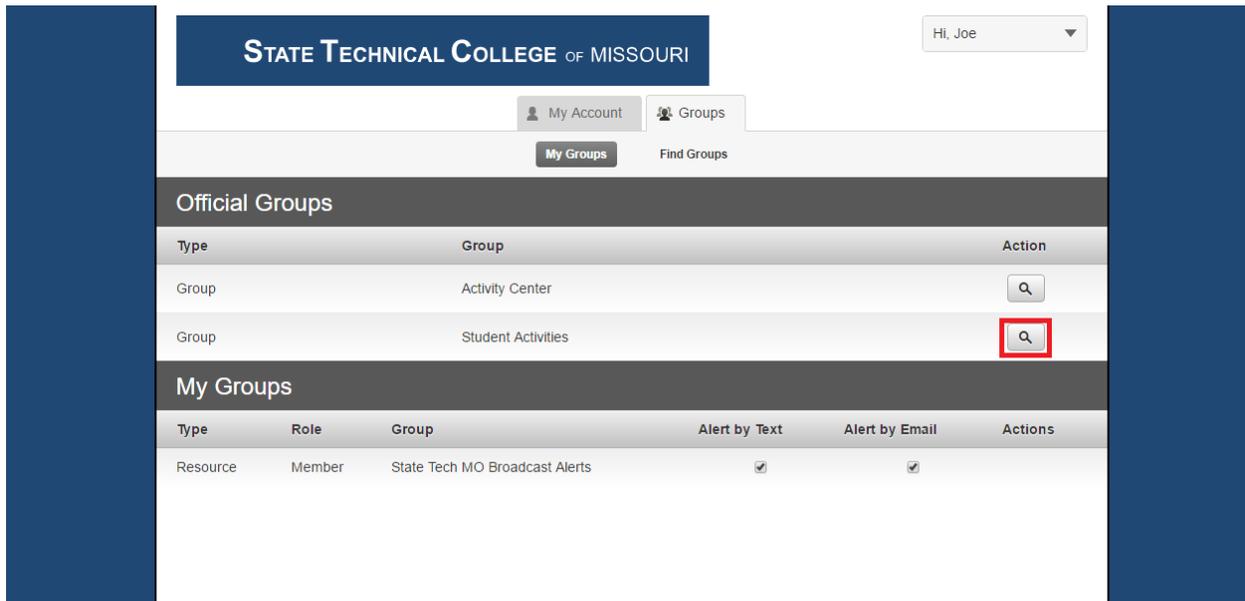
If your confirmation code was accepted, you will be taken to the screen shown above. You may click the Done button to return to your My Account page. If your confirmation code was not accepted, you will be taken back to the confirmation screen. Please check that your code is entered correctly and try again.

Receiving Additional Notifications

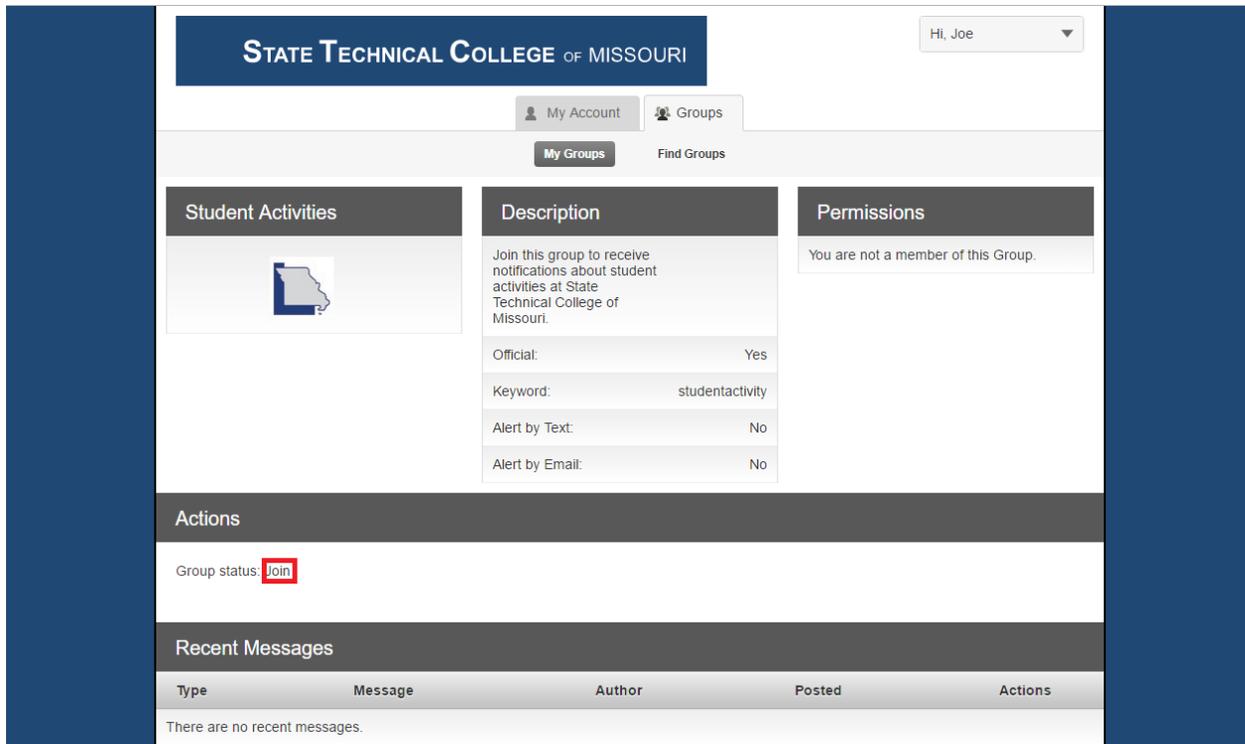
Although the alert system is intended primarily for emergency alerts, you may also join various groups to receive non-emergency alerts as well. The following images will demonstrate joining the Student Activities group to receive notifications about upcoming activities for students.



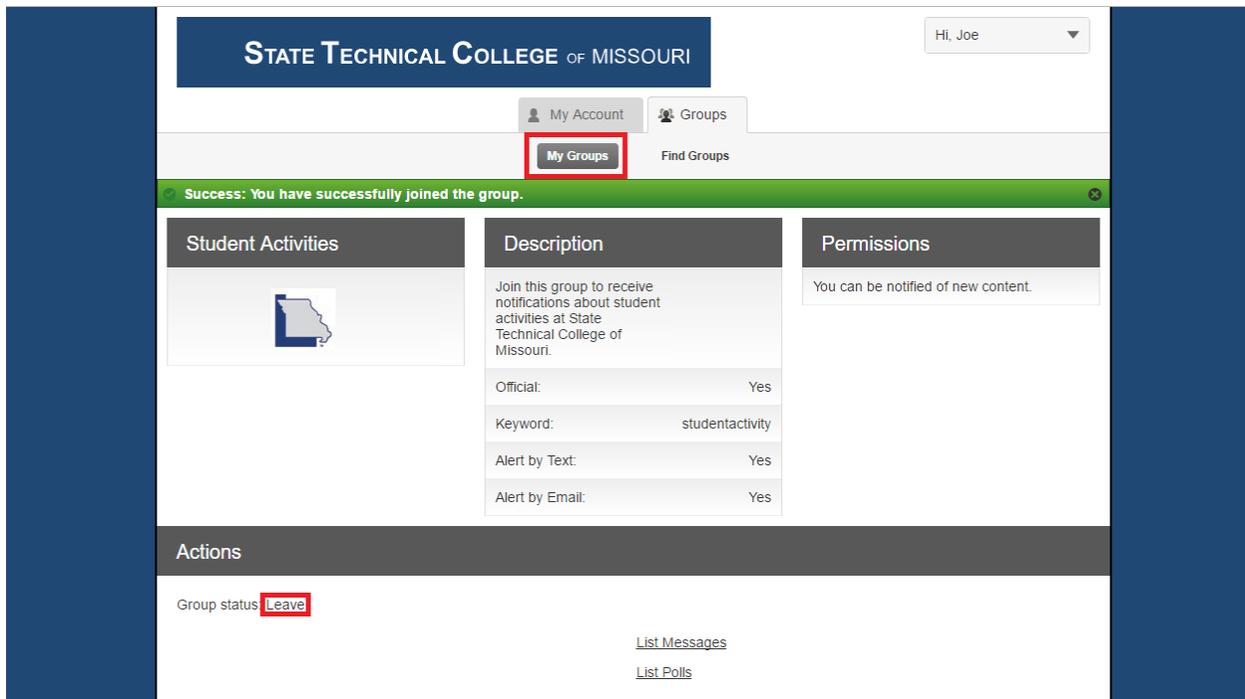
Click the Groups tab on the My Account page to visit the Groups page.



A list of State Tech official groups you are not currently part of is displayed in the top section, while a list of the groups you are currently part of is displayed in the bottom section. Click the magnifying glass button for the group you want to join to visit that group's page.



This is the page for the Student Activities group. You may join this group to receive all alerts published to it by clicking the Join link in the Actions section.



After joining the group, you may return to your My Groups page by clicking the My groups button at the top of the page. You may also leave the group at any time by clicking the Leave link in the Actions section.

STATE TECHNICAL COLLEGE OF MISSOURI

Hi, Joe

My Account Groups

My Groups Find Groups

Official Groups

Type	Group	Action
Group	Activity Center	🔍

My Groups

Type	Role	Group	Alert by Text	Alert by Email	Actions
Resource	Member	State Tech MO Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Group	Member	Student Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	🔍

Having joined the Student Activities group, it now shows in the My Groups section instead of the Official Groups section. Should you decide that you do not want to receive alerts from this group via either text or email, you may opt-out of the alerts by unchecking the relevant boxes. The State Tech MO Broadcast Alerts group is used to broadcast emergency alerts and campus closings. As such, we strongly recommend that you do not uncheck either of the boxes for the State Tech MO Broadcast Alerts group.

Account Removal

Student and Employee accounts are removed from the State Tech Alerts system automatically when a student is no longer enrolled at State Tech or when an employee leaves State Tech. If you are no longer a student or employee of State Tech and continue to receive alert messages, please contact our helpdesk at helpdesk@statetechmo.edu or 573-897-5200.

Community members who have signed up for alerts at the Activity Center may request that their information be removed from the system by contacting our helpdesk at helpdesk@statetechmo.edu or 573-897-5200 or by contacting the front desk of the Activity Center at 573-897-5300.

Updates to this Document

This document was last updated on 10/17/2016. The most up-to-date version of this document can be found by visiting the State Tech Alerts Info page on the Home tab of EagleOnline.