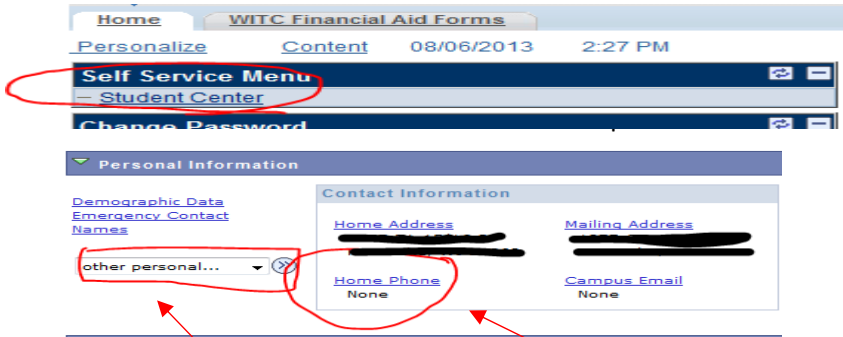


The below instructions will guide you through the process of updating and verifying your phone information is accurate for use in the WITC Emergency & Closing Alert Notification System called RAVE.

Students

1. Go to www.northwoodtech.edu and click on MyNorthwoodTech in the top banner.
2. Log into the portal with your student id@northwoodtech.edu and network password.
3. Click on Student Center located within the Enterprise Menu.



5. To modify your phone number(s), either click on “Home Phone” or click on the drop down on the left and select “phone numbers” then click on the “Go” arrow.
6. The list of phones you have set up will look like this.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cellular	[REDACTED]			<input checked="" type="checkbox"/>	delete
Work	[REDACTED]			<input type="checkbox"/>	delete

7 ADD A PHONE NUMBER

SAVE

7. Add a New Phone Number: Click on “Add A New Phone Number” to update the system with a new phone number you have.
 - A. The Phone Type options are:
 - i. **Cellular** – your cell phone number. **IMPORTANT: if you want text messages to appear, you must list a cellular number. You will also have the option to “opt out” of texting once the application if available.**
 - ii. **Home** – home number if you have a land line.
 - iii. **Work** – your work number if you want it listed.
 - B. Preferred – this is your preferred number to contact.
 - C. Delete – you can remove a number, however not a preferred number.
 - i. To remove a previous defined preferred number, uncheck, select another preferred, then delete.
8. Finally, click “Save”.

Staff

1. Go to www.northwoodtech.edu and click on MyNorthwoodTech in the top banner.
2. Log into the portal with your employee id and network password.
3. Click on "Employee Center" and then "Personal Information".
4. Verify your Phone Numbers are correct.
5. If you prefer to add or modify your phone numbers, click the "change phone numbers" box.

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Cellular	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

6 Add Phone Number

Save

6. Add a New Phone Number: Click on "Add A New Phone Number" to update the system with a new phone number you have.
7. The Phone Type options are:
 - A. **Cellular** – your cell phone number. **IMPORTANT: if you want text messages to appear, you must list a cellular number. You will also have the option to "opt out" of texting once the application is available.**
 - B. **Home** – home number if you have a land line.
 - C. **Employee** – your Northwood Tech Phone Number if applicable
 - D. **Work** – your work (non-Northwood Tech number if you want it listed).
8. Preferred – this is your preferred number to contact.
9. Delete – you can remove a number, however not a preferred number.
 - A. To remove a previous defined preferred number, uncheck, select another preferred, then delete.
10. Finally, click "Save".