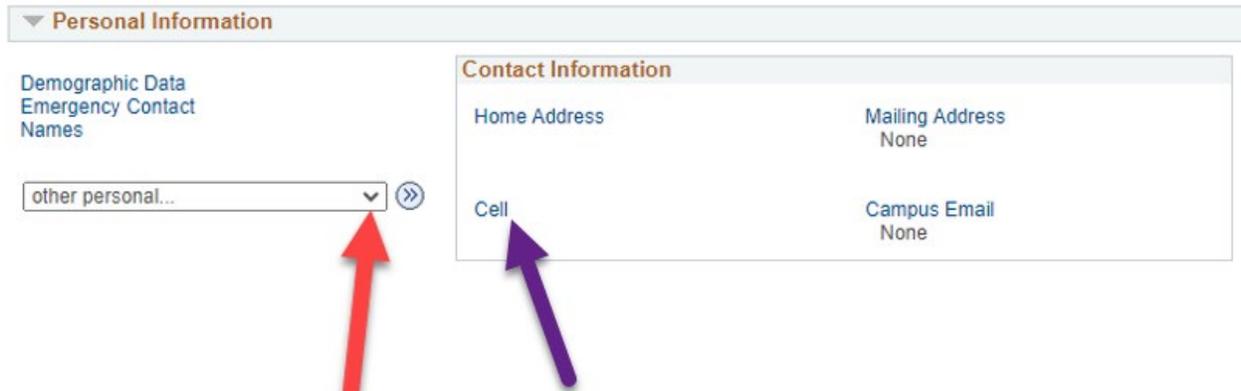


Rave Emergency/Closure Notification Setup for Students

1. Go to www.northwoodtech.edu and click on MyNorthwoodTech in the top banner, or Menu on a mobile device.
2. Log into the portal with your [student id@northwoodtech.edu](mailto:student_id@northwoodtech.edu) and network password.
3. Click on “Student Homepage” from the drop down located in the top center.
4. Click on Student Center.
5. Scroll down to the “Personal Information” panel.



Click drop down to select phone number **or** select cell to access the phone numbers menu

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cellular				<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
Home				<input type="checkbox"/>	

Add a Phone Number

Save

Check that your Telephone numbers are correct, make sure the Preferred option is checked for your Preferred method for notifications. Phone Type options include:

- **Cellular** – your cell phone number. **Important – Preferred number must be your cell phone if you wish to receive text notifications.**
- **Home** – home number if you have a land line.
- **Work** – your work number if you want it listed.

You can also if needed.

Remember to when complete.