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.witc.edu and click on Current Students and Staff in the top banner.
2. Click on MyCampus link located under the Current Students category.
3. Log into the portal with your student id@witc.edu and network password.
4. Click on the MyWITC Portal icon.
5. Click on Student Center located within the Enterprise Menu.
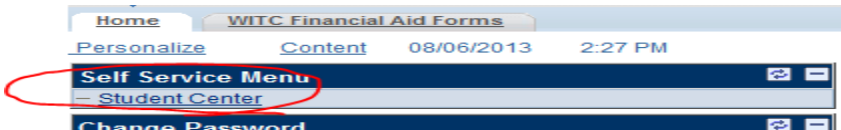
6. Scroll down to the "Personal Information" panel.
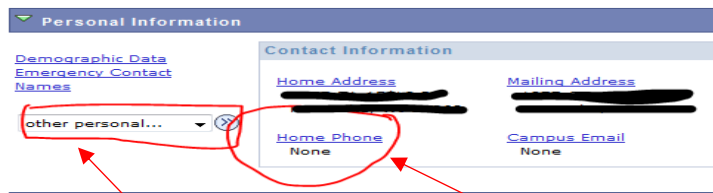
7. To modify your phone number(s), either click on "Home Phone" or click on the drop down on the left and select "phone numbers" then click on the "Go" arrow.
8. The list of phones you have set up will look like this.

9. 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.
10. Finally, click "Save".

Staff

1. Go to www.witc.edu and click on Current Students and Staff in the top banner.
2. Click on the Staff Login link located under the Staff category.
3. Log into the portal with your employee id and network password.
4. Click on the MyWITC Portal icon
5. Click on "Employee Center" and then "Personal Information".
6. Verify your Phone Numbers are correct.
7. If you prefer to add or modify your phone numbers, click the "change phone numbers" box.

8. Add a New Phone Number: Click on "Add A New Phone Number" to update the system with a new phone number you have.
9. 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 if available.**
    B. **Home** – home number if you have a land line.
    C. **Employee** – your WITC phone extension if you have one.
    D. **Work** – your work (non-WITC) number if you want it listed.
10. Preferred – this is your preferred number to contact.
11. 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.
12. Finally, click "Save".