



National Radio Astronomy Observatory

P O Box O, 1003 Lopezville Road
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575.835.7000 Fax 575.835.7027
www.nrao.edu

NRAO-NM Rave Alert

System Access Instructions

To access your account, add additional contact points or update existing information, follow the instructions below:

1. Go to, <https://www.getrave.com/login/nrao>
2. Enter your NRAO username and password, the same credentials used for Saba and ETK.
3. Rave will default to the *My Account* tab where you can add/edit or delete information.
4. Select the *Edit* icon next to the section you would like to update (e.g., Mobile Phones, Voice Only Line Contacts, (Landline), and Email).

To change/add a mobile phone number:

5. Select the *Edit* icon next to *Mobile Phones* and enter the new mobile number you want listed in the field provided, then click *Continue*. You will be asked to confirm your mobile phone carrier.
6. You will receive a text message containing a 4-digit confirmation code. Enter the confirmation code where indicated to complete the mobile phone registration process.

If you experience any issues, please submit a help-desk ticket to helpdesk-rave@nrao.edu.

IMPORTANT:

- Your default account will include all NRAO contact points, as well as some directory information (e.g., department, group, site location, etc.) to ensure you are contacted based on those attributes, if necessary. It is your responsibility to add additional contact points such as personal mobile phone, email, or landline numbers if desired.
- Your position and work responsibilities may require that you add these contact points to your profile; check with your supervisor to determine if this is true for you.
- Rave Alert short codes—numbers where the text notifications are sent from—used are 226787, 67283, 78015, 81437, and 77295. Please add these as a safe contact to your phone to ensure these notifications are received.
- All NRAO notifications will begin with the ‘NRAO Alert’ introductory text.
- Texting ‘STOP’ to any of the short code numbers above will remove your number from ALL SMS (text) notifications.

Last updated 03/21/2022



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- All uses of the Rave system and provided contact points therein will be reviewed and approved by NRAO management in consultation with affected employees. Personal contact points added to Rave will not be synced to any general NRAO/AUI directories. This information will never be shared outside the Observatory.
- The NRAO is not responsible for notifications to personal contact points not on your Rave profile.
- Follow this link (<https://info.nrao.edu/oas/safety/rave/rave-alert-nrao-nm-emergency-notification-platform>) for more Rave Alert access and use information.
- If you experience any issues, please submit a help-desk ticket to helpdesk-rave@nrao.edu.

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