



National Radio Astronomy Observatory

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NRAO-NM Rave Alert

System Training Instructions

Rave Domain Admins and Notification Authors must complete training through Rave Academy as follows:

- Domain Admins must complete both the Rave Alert Platform - Alert Admins and the Rave Platform - Alert Authors Learning Paths
- Notification Authors must complete only the Rave Platform - Alert Authors Learning Path

To access Rave Academy, follow the instructions below:

1. For first time access you must register here: <https://ravemobilesafety.litmos.com/self-signup/>
2. Your Rave Alert credentials are not linked to Rave Academy, you will need to establish a separate username and password for Rave Academy.
3. Enter your information and the following course code: RAVEALERT

Subsequent Access, Training, and Confirmation:

1. Login to Rave Alert using your NRAO credentials
2. Select the '?' icon in the upper right corner of the screen (you must be logged in to access this feature)
3. Select **Rave Academy** from the list of options
4. Login using your Rave Academy-specific credentials, your Rave Alert credentials will not work for this system.
5. Select **Content Library** from the menu on the left side of the screen
6. Select the Learning Path(s) appropriate for your role
7. Once you have completed the learning paths assigned, select **Achievements**, then 'Create a report'
8. Rename the report, 'Lastname_FirstInitial.Date' e.g., Smith_J.03222022
9. Save as a PDF, then select Run
10. Select 'Export Report' under **Created Reports**
11. Save and email the report to the Rave Administrator at helpdesk-rave@nrao.edu.

Training must be completed annually. All Rave Administrators and Notification Authors will receive training reminders in early fall (September/October), with 30-days to complete their training.

If you have any issues with the training modules please contact the Rave Administrator at helpdesk-rave@nrao.edu.

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