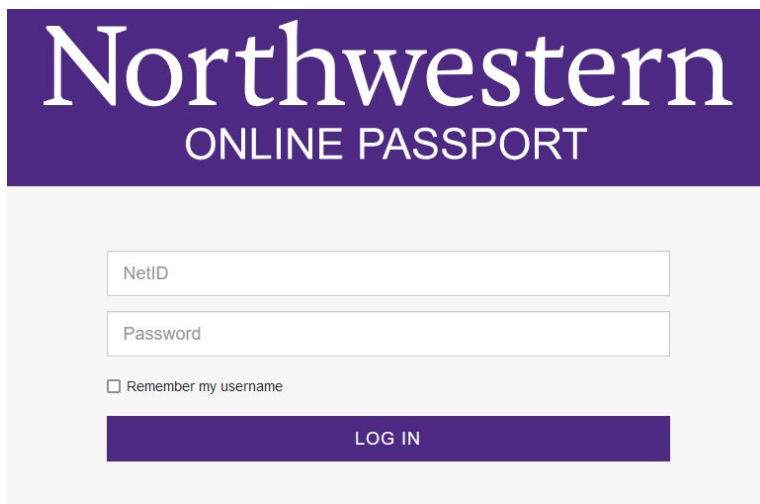# Self-Validation of Emergency Notification Information

Northwestern's emergency notification system is a hosted solution called Rave, and it is populated from CAESAR (student) and myHR (faculty/staff) databases. In order to self-validate the information fed into Rave from these databases, please follow the steps below:

Step 1 –

Navigate to https://www.getrave.com via the current version of Firefox or Chrome.

Step 2 –

You will be redirected to **Northwestern's Online Passport page** where you will login using your NETID and password. You may also be prompted with Duo Multifactor Authentication.

In the event you are prompted with a search field on the Rave site at the start of Step 2, enter **Northwestern University**.

Step 3 –

Once logged into Rave, click the **Person** icon in the upper right-hand corner and select **My Account** from the list.

You may be directed to a Terms of Use page before you reach **My Account.**

Self-Validation of Emergency Notification Information

Step 4 –

You will be presented with the information you currently have in Rave including your mobile number, voice only telephone number(s), and email. Missing or incorrect telephone number(s) should be corrected within **CAESAR** or **myHR** and cannot be modified within Rave.

A validation message can be sent to your mobile number by clicking the yellow **TEST** icon. A green banner will appear at the top of the page stating a message was sent. Once the message is received on your mobile phone, ***do not*** reply with STOP. This will unsubscribe your mobile number from emergency notification messages.

- Please allow up to 24 hours for your information in Rave to update from **CAESAR** or **myHR**.
- List Names under the Opt-in List tab should not be modified.
- Rave will still attempt to send an SMS (text) message, even if **not confirmed** appears adjacent to your mobile phone number.