



Signing up for Nashoba Learning Group Text Message Alerts and Notifications

NLG uses RAVE Mobile Alerts to send text message and email alerts to notify subscribers of program closing, delayed opening, early release, and other emergency notifications.

A self-serve web portal allows you to manage which programs you will receive notifications from. To register for notifications you must first create an account, register your mobile number, and opt-in to the notification lists you wish to join.

Notification lists are named using the *Program Type: Short address* format such as “School Program Alert: 10 Oak Park, Bedford”.

You can subscribe to one or more notification lists and unsubscribe from any of the lists at any time.

NOTE: You will not receive text or email notifications unless you create an account and opt-in to one or more notification lists.

NLG cannot set up an account on your behalf or modify your account settings. You are responsible for setting up your account and opting in or out of the notification lists.

Creating an Account

1. Launch your favorite web browser and navigate to www.nashobalearninggroup.org/alerts to access the Nashoba Learning Group Notification and Alert Portal. You may want to bookmark this URL as you’ll need to log in to the portal to manage your settings and opt-in notification lists.

2. Click the *Register* button.
3. Enter the requested information on the *Create Account* page, read and accept the *Terms of Use* and click the *Proceed to Next Step* button.

In order to receive text message notifications you must enter a valid mobile number in the *Mobile Number* field and the number you enter must be capable of receiving text messages. Contact your wireless provider if you are uncertain whether or not your account has text messaging enabled.

You must also enter a valid email address. A confirmation email will be sent to the email address you use for registration. This email contains an account verification link that you must click before the account is actually created.

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Create Account > Confirm Mobile Carrier > Confirm Mobile Number > Finished!

Create Your Account

You are currently registering for an account with Nashoba Learning Group, Inc.
If this is not your organization [click here](#).

First name

Last name

Registration Email

Password

Re-enter Password

Mobile Number

Re-enter Mobile Number

Terms of Use

Date of Last Revision: January 2018

These Terms of Use (the "Terms") describe the terms under which you may access and use the mobile and web-based messaging and telecommunication services (the "Services") provided by Rave Wireless, Inc. ("Rave") and, if applicable, the client of Rave who has licensed certain applications from Rave and through which you were granted access to the services (the "Client").

The Services are a set of applications accessed through the web or mobile devices, the features of which vary based on which

I have read and agree to the Rave Terms of Use

PROCEED TO NEXT STEP CANCEL

4. Select your mobile carrier from the *Confirm Your Carrier* drop down list and click the *Proceed to Next Step* button.

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Create Account **Confirm Mobile Carrier** Confirm Mobile Number Finished!

Confirm Your Mobile Carrier

Your Mobile Number:
339-555-1234

Confirm Your Carrier:

Verizon Wireless My carrier is not listed.

GO BACK TO PREVIOUS STEP PROCEED TO NEXT STEP CANCEL

5. You will be presented with an *Email Confirmation Sent* page.

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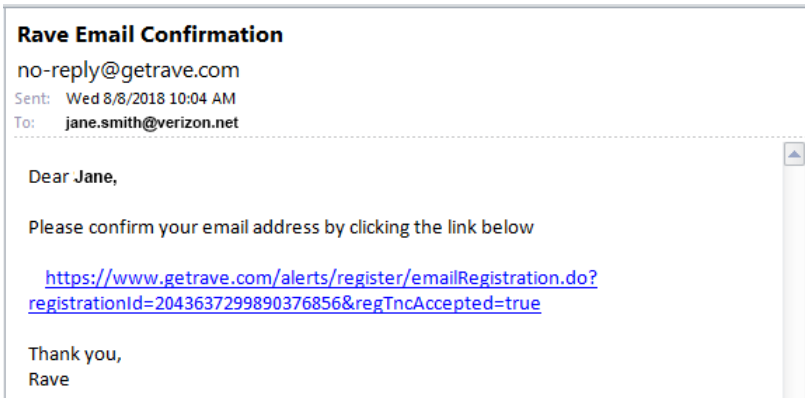
Create Account Confirm Mobile Carrier Confirm Mobile Number Finished!

Email Confirmation Sent

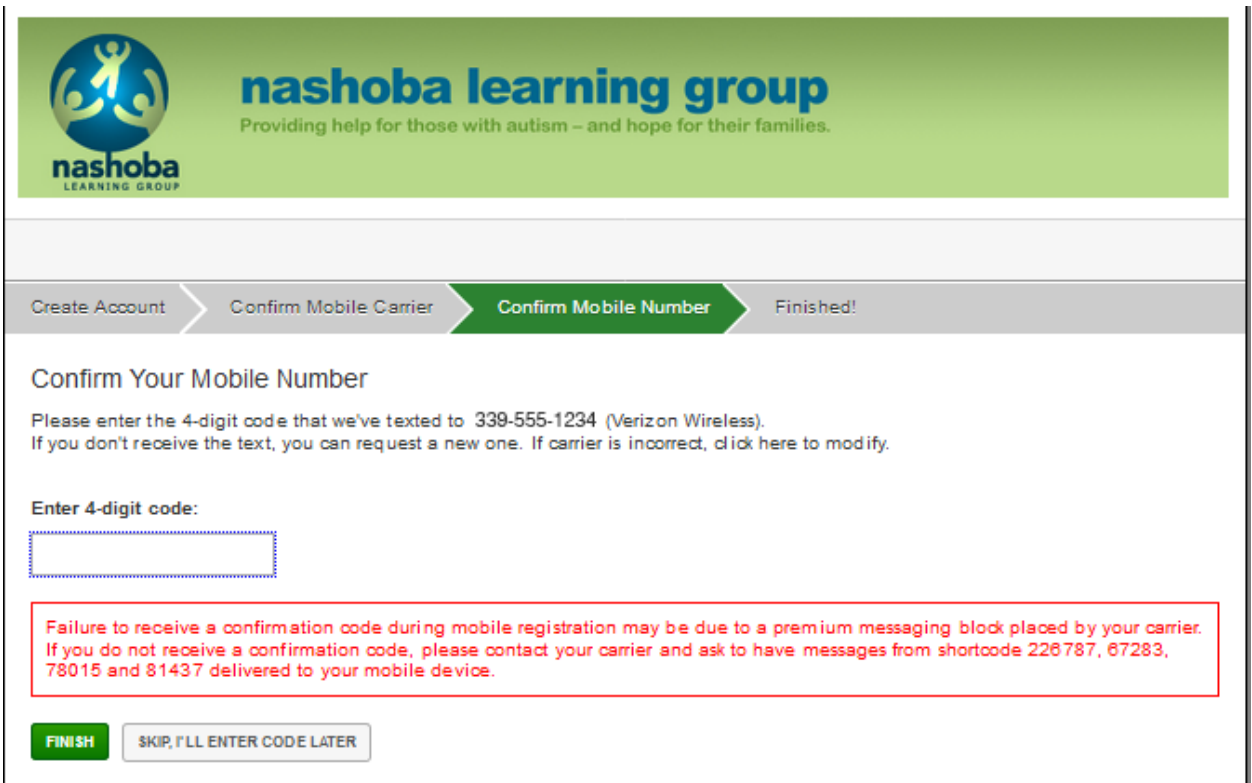
We have sent a confirmation email to jane.smith@verizon.net

Please check your email and follow the directions in the message to complete your account setup.
(It will be worth it. We promise.)

6. Check your email. You should receive a confirmation email sent to the email address you used during step 3. The email will be from no-reply@getrave.com (RAVE Mobile Alerts is the service we use to send text message and email notifications).

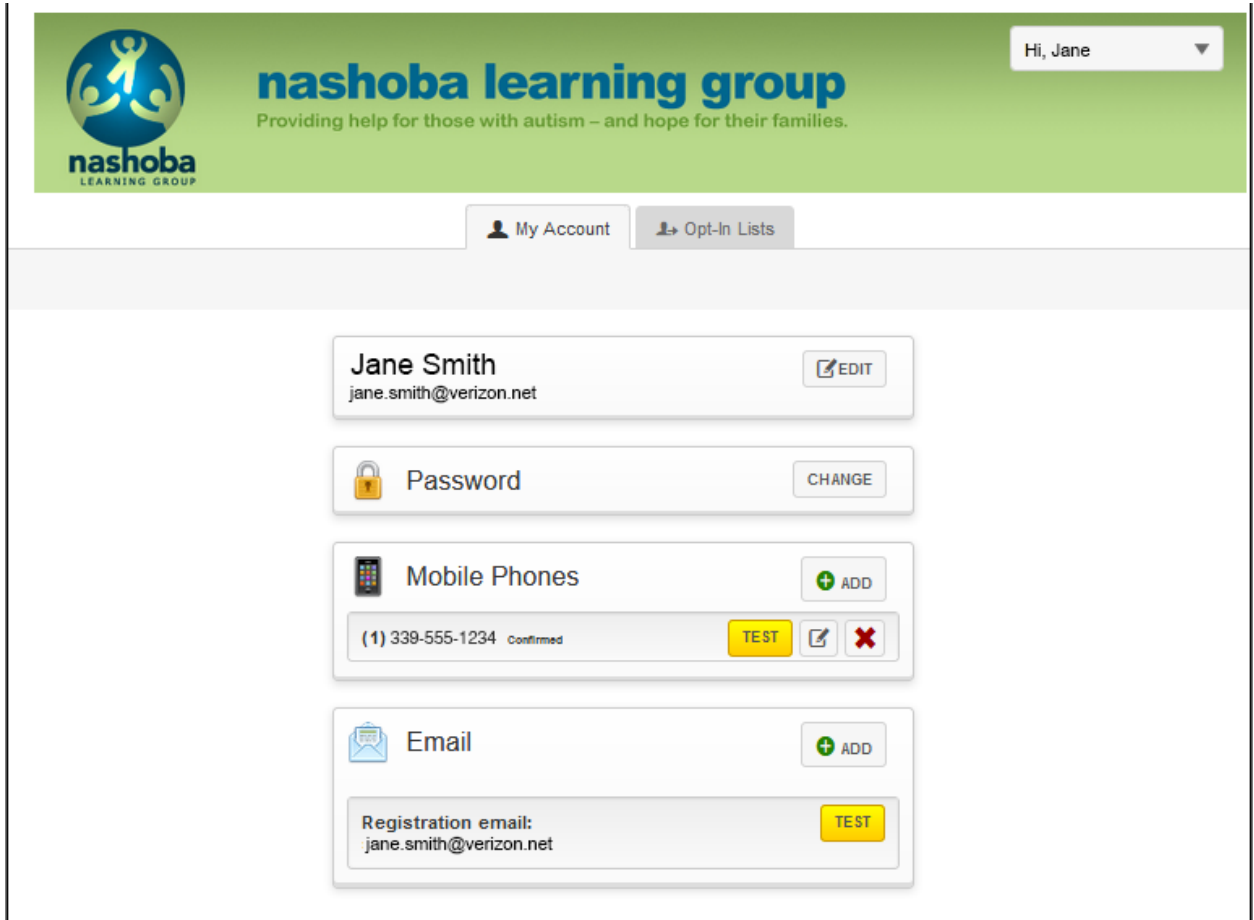


7. Confirm your email address by clicking the link in your confirmation email. This will display a web page prompting you to enter a 4 digit authorization code. The authorization code will be sent to you as a text message using the mobile number you entered in step 3.



8. Enter your 4 digit authorization code and click the *Finish* button. Your *My Account* page will be displayed.

9. Verify that the information is correct and make any required changes. You can add additional mobile numbers and email addresses and test registered mobile phones and email addresses.



10. The final step is opting-in to notification lists. Click the *Opt-In Lists* tab. From this page, select all of the lists you wish to receive notifications from.

HELPS

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Hi, Jane

My Account Opt-In Lists

My Lists

| List Name | List Description | Subscribe |
|--|---|-------------------------------------|
| Adult Program Alerts: 170 Lexington Road, Billerica | Opt-in to this list to receive closing, delayed opening, and early release text message and email notifications for the Adult Program at our 170 Lexington Road, Billerica, MA 01821 facility. | <input checked="" type="checkbox"/> |
| School Program Alerts: 10 Oak Park, Bedford | Opt-in to this list to receive closing, delayed opening, and early release text message and email notifications for the School Program at our 10 Oak Park Drive, Bedford, MA 01730 facility. | <input checked="" type="checkbox"/> |
| School Program Alerts: 170 Lexington Road, Billerica | Opt-in to this list to receive closing, delayed opening, and early release text message and email notifications for the School Program at our 170 Lexington Road, Billerica, MA 01821 facility. | <input checked="" type="checkbox"/> |

11. Congratulations! Your account setup is now complete.

You can change your settings and opt-in/out of notification lists at any time by visiting the Nashoba Learning Group Notification and Alert Portal.

1. Point your browser to www.nashobalearninggroup.org/alerts, enter your user name and password and click the Log In button to manage your account settings.

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Username Password LOG IN REGISTER

Forgot your username? Forgot your password?

Welcome to the Nashoba Learning Group Alert and Notification Portal.

Register to receive Nashoba Learning Group emergency communications and other important information via text message and email.