Included below are instructions for updating your information. A short, concise version is provided and then a longer version with images of the screens for reference if needed.

Instructions for Parents and External Agencies *(short version)*

1. Log into https://www.getrave.com/login/uncsa
2. Select **My Account** tab to add or remove phone numbers and email addresses. You can add up to 3 mobile numbers, 3 land line numbers and 3 email addresses.
3. To delete your account, select the **Edit** button under the **My Account** tab and select the **Delete Account** button on the top right corner.
Instructions for Parents and External Agencies *(long version)*

**Step 1:** [https://www.getrave.com/login/uncsa](https://www.getrave.com/login/uncsa)

**Step 2:** First time users will have to register - select register top right green button. Once registered you can log in with your username and password and will be able to manage your own account.

Complete the form to create your account and select the **PROCEED TO NEXT STEP** button below.
Step 4:

Confirm your mobile carrier and select PROCEED TO NEXT STEP.

Step 5:

Check your email to confirm its correct.
Step 6:

Rave Email Confirmation

Email will look similar to this example.

Please confirm your email address by clicking the link below.

https://www.getrave.com/alerts/registration/email/Registration.action?registrationId=6663262478745244235

Thank you,

Rave

Select the link in email to proceed to the next step.

Step 7:

Confirm Your Mobile Carrier

Enter 4-digit code that was texted to the mobile number you registered.
Step 8:

Review your account information and select a list to Opt-in on the next tab.

Select the buttons on the right hand side of the screen to edit, remove, or add contact information and delete your account.