



# RAPTOR ALERT

## ACCOUNT SIGN IN

- From a computer visit [apps.raptortech.com](https://apps.raptortech.com)
- Sign in with your email account
- Review visitor logs and see the importance of raptoring all visitors both in and out
- Review locations for drill management under Admin, Module Settings, Reunification
  - Update locations if needed by mass import or individually
  - Email Tisha and DC for mass import and when complete (RHE, SNJH, SAEC)
  - [Locations Google Sheet for mass import here](#)

## APP INSTALL AND FIRST TIME SIGN IN

- Get connected to campus WIFI
- If you have the old app with yellow icon Raptor EM, **please delete it**
- Search, download and install the raptor alert app on your cell phone
  - [IOS](#)
  - [ANDROID](#)
- Run the app
- Log in using your email account
- Follow the [Video Guide](#)
  - Enable face or touch ID
  - Skip building assignment
  - Setup emergency call service by typing in your cell number and entering the code received
  - Allow notifications, critical alerts, and location services (allow while using app)



## APP OVERVIEW AND FIRE DRILL

- Select settings then Learning Center
- Verify all users have emergency buttons
- Start fire drill
- Look for notification pop up, email, and text notification of active fire drill
- Select active fire drill
  - Group Messaging
  - Select the three lines menu top right
  - Select my Profile and Roster
  - Update your status and location first
  - Select View Roster, select all, deselect anyone missing or absent then update or Change Status. Choose option accordingly.
  - Now select Change Location and choose accordingly
- Review Directory to check in anyone else student or staff on campus
- Review the Dashboard for admins
- End the drill