RAVE Information
(Required for Spreadsheet)

Employee ID	First Name	Last Name	Email	State Mobile Phone	Institutional Role	Bldg	Department
6-digit #			Put actual e-mail address here. If a staff member does not have an e-mail address, use the 6 digit employee ID, followed by @example.com, as below: 000000@example.com	Leave blank for staff who do not have phones (phone not issued yet) No personal cell phones	Choose from Drop Down List. (If the exact role is not found, choose the role that most closely fits the staff member) Contact RAVE Administrator to discuss the possible addition of another role	Facility or Unit Acronym	Oklahoma Department of Corrections
987654	John	Doe	john.doe@doc.ok.gov	405-555-1234	PPO	NEDPP	Oklahoma Department of Corrections
654321	Jane	Dow	654321@example.com		Administrator	JMMCDPP	Oklahoma Department of Corrections
789123	Joey	Doeh	joey.doeh@doc.ok.gov	918-555-5678	Team Supervisor	SWDPP	Oklahoma Department of Corrections