

# CLIENT (EMPLOYEE) ALERT! INSTRUCTIONS

How the employee can register and update their ALERT information

# ALERT!



# Purpose of ALERT!

- ❑ Community preparedness is a time and resource multiplier for Army installations and first responders during an emergency. ALERT! Mass Warning and Notification System (MWNS) provides Fort Carson the most effective capability in minimizing the potential effects of an emergency by quickly and effectively ***disseminating emergency information to the public.***
- ❑ The USAG Fort Carson and Fort Carson Operation Center (FCOC) currently uses the ALERT! MWNS for rapid dissemination of warnings and alerts. To ensure the widest dissemination of critical information to the force and their families, Leaders are requested to take active measures to ***ensure all Soldiers and Civilian employees are registered in the system. We highly encourage Family Members enrollment as well.***
- ❑ All workforce personnel (Service Members / Civilians / Contractors) will access the ALERT! system via 2 ways, see slide 4, and provide contact data for notifications. **Mandatory contact information that must be entered into the ALERT! system are government issued cell and office/work phone numbers, as well as official email addresses. Providing personal email addresses, text messaging and home and cell phone numbers is highly encouraged so that personnel can receive all hazards notifications and updated information as it becomes available. At a minimum, all work information and one personal contact method is required.**



## What is ALERT! Used For?

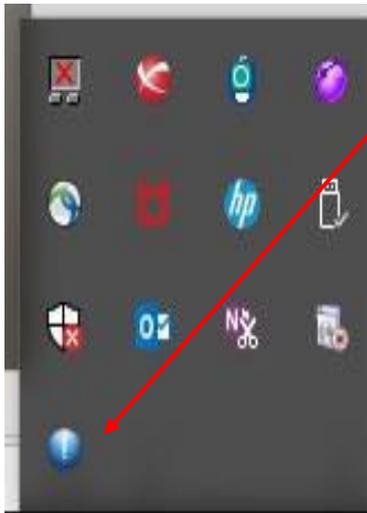
- Fort Carson has 10 minutes to reach 90% of the population in the event of a emergency. End state is to reach 100% of the protected population within one hour of an emergency related incident.
- BDEs/BNs are wanting to send out internal alerts and recall, example EDRES
- Weather Delays, Phased Releases, Post Closures
- Law Enforcement activities: e.g., Lock Down / Shelter in Place
- DO NOT USE for non emergency related events- such as Organizational Day messages
- ALERT! has replaced ATHOC as of May 2019





ALERT!

There are 2 ways to register for ALERT! and update your contact information once registered



✓ ALERT! Icon

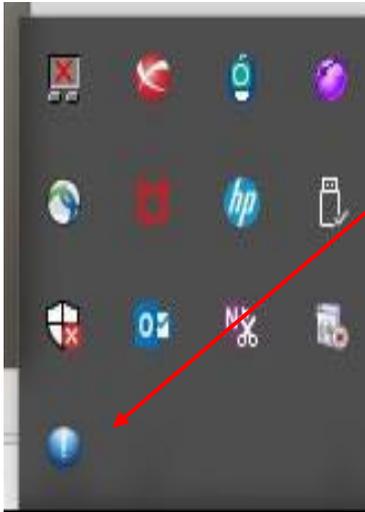
Use the Alert! Icon on your on your Computer (See next page for step by step instructions on reaching Edit Client page)

✓ URL

<https://ALERT.csd.disa.mil/AlertSplashPage/>



# Registering For & Updating End User Account- Using ALERT! ICON on computer



1. Right Click on blue ALERT! icon
2. Click on- OPEN ALERT!- to see current installation ALERTS
3. Click on- EDIT CONTACT INFO- to Edit Client Information. Please forward to slide 6 of these instructions to see the next steps in registration.



# Registering For & Updating End User Account- Using URL

<https://ALERT.csd.disa.mil/AlertSplashPage/>

## USG Warning and Consent Banner

**You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:**

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation of services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

See User Agreement for details

**I Agree**

[View Privacy Notice](#)

1. After entering URL, click on “I Agree”



# Registering For & Updating End User Account

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Greetings, you have reached the Alert! mass notification system home page. The Alert! mass notification system is used to alert you in case of an emergency. To update your profile information, please click the DoD logo below.



1. You will see this screen, click on DoD and All Services ICON
2. Enter CAC pin



# Registering For & Updating End User Account



ALERT

## Create Client

### Client

\* indicates required fields

### Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI ⓘ	
<input type="text"/>	<input type="text" value="183100255"/>	

### Contact Methods

Phone Numbers  
Do NOT enter DSN numbers.

Phone Number * ⓘ	Extension ⓘ	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	
Usage	Type ⓘ	Receive SMS
Work	Landline	<input type="checkbox"/>

### Email Addresses

Email Address *	Usage	<input type="button" value="Remove"/>
<input type="text"/>	Work	

### Associations ⓘ

Description	Dates		
<input type="button" value="Add Military Location"/>	<input type="button" value="Add Command Structure"/>	<input type="button" value="Add Address"/>	<input type="button" value="Add Additional Attributes"/>

1. Anything with a \* (asterisk) is a **REQUIRED** field
2. For Rank- Please use CIV (GS 11), CTR or SGT (Military Rank)
3. If logging in with a CAC, your CAC EDIPI will automatically appear with a grey box, that you can **NOT** edit.
4. Phone Number options under USAGE are work, and home. You can enter Work then Click Add Phone, if you want to add your home number or cell phone number additionally.
  - Add dashes in phone number, no 1 prior. Example: 719-555-5555. Ten digits.
  - To enter cell phone number, under Usage, choose Home. Then under Type the option for Cell, Landline, Shared Landline and Text Only will appear. If you want calls- choose Cell. If you want Text Only- choose Text Only. Click the box Receive SMS to receive short messages.



# Registering For & Updating End User Account

## Contact Methods

### Phone Numbers

Do NOT enter DSN numbers.

Phone Number * <i>i</i>	Extension <i>i</i>		
719-59-3216			
Usage	Type <i>i</i>	Receive SMS	Remove
Home	Text-only	<input checked="" type="checkbox"/>	

Phone Number * <i>i</i>	Extension <i>i</i>		
719-26-2830			
Usage	Type <i>i</i>	Receive SMS	Remove
Work	Landline	<input type="checkbox"/>	

Add Phone

### Email Addresses

Email Address *	Usage	Remove
christine.mgarcia27@me	Work	

Email Address *	Usage	Remove
cmgarcia2015@gmail.com	Home	

Add Email

- Add dashes in phone number, no 1 prior. Example: 719-555-5555.
- To enter cell phone number, under Usage, choose Home. Then under Type the option for Cell, Landline, Shared Landline and Text Only will appear. If you want calls- choose Cell. If you want Text Only- choose Text Only. Click the box Receive SMS.

5. Add WORK email- **REQUIRED**. Adding personal email or additional emails are optional, click ADD EMAIL if you would like to add more than one.

Under USAGE drop down, select Work or Home for each entry.



# Additional Phone Number Information

**Cell** - A phone that uses mobile/cellular technology; selection of cell phone has the additional option to receive SMS.

**Landline** - A standard phone, i.e., a desk phone or hard-wired phone.

**Shared Landline** - A phone that is shared among two or more individuals. Shared Landline is intended to be used when several personnel (clients) have the same number, as in a shared office or workspace.

A Shared Landline is called as if it belongs to one person. When the phone is answered, ALERT!! indicates that all the individuals' phones have been contacted but calls are not mark as **Confirmed**. All clients who have a Shared Landline will need to have alternate contact methods/phones contacted (if listed).

**Extensions** – A phone number that has an extension can be used by entering the extension number in the **Extension** textbox. If the phone number directs the caller to a phone menu, input the desired phone menu option the client was selected followed by the extension number separated by a comma with no spaces (e.g., 2,4234). If the phone does not have any menu options, only the extension number can be entered. The extension textbox can be left blank if not needed.

**Text-only** - A device or phone that can only receive text messages(SMS).



# Registering For & Updating End User Account

## Personal Information

First Name \*

Middle Name

Last Name \*

Rank

CAC EDIPI 

eg: 1234567890

## Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number \* 

Extension 

[Remove](#)

Usage

Work

Type 

Landline

Receive SMS

[Add Phone](#)

Email Addresses

Email Address \*

Usage

Work

[Remove](#)

[Add Email](#)

## Associations

Description

Dates

[Add Military Location](#)

[Add Command Structure](#)

[Add Address](#)

[Add Additional Attributes](#)

[Save](#)

[Cancel](#)



# Registering For & Updating End User Account

The screenshot shows a web form titled "Add Military Location" with a close button (X) in the top right corner. Below the title is a blue note: "NOTE: Locations at joint bases, including The Pentagon, are under the 'Joint' service". The form contains several sections:

- Service:** A dropdown menu with a blue highlight.
- Region:** A dropdown menu.
- Installation:** A dropdown menu.
- Subinstallation:** A dropdown menu.
- Building Filter:** A section with a label "Filter For:" and a text input field containing "Select Installation".
- Optional:** A shaded section containing "Start Date" and "Stop Date" text input fields.
- Buttons:** "Add" and "Cancel" buttons at the bottom right.

Red arrows point from the text on the right to the following fields in the form: Service, Region, Installation, Subinstallation, Building Filter, Optional, and the Add button.

7. Click on Service. Choices are:

AF Army  
Joint  
Navy  
USMC

Please select your affiliation

\*Once you select, then the other drop down boxes will populate. They will NOT populate unless you go in order. Service, Region, Installation, Sub Installation

8. Region-Choices are:

CONUS or OCONUS

9. Installation-For our installation- choose: Fort Carson. Once selected it will populate.

10. Subinstallation-blank (Select Pinyon Canyon if you work there, or leave blank)

11. Building Filter- (instructions will be provided, leave blank or select your Building number)

12. Optional: Start and End Date- Examples of why are TDY, at the installation for a short period of time.

Start/stop date can be used to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).

13. Click Add when completed.



# Registering For & Updating End User Account



ALERT

## Create Client

### Client

\* indicates required fields

#### Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI	
<input type="text"/>	<input type="text"/>	

#### Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number *	Extension	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Usage	Type	Receive SMS
Work <input type="checkbox"/>	Landline <input type="checkbox"/>	<input type="checkbox"/>

Email Addresses

Email Address *	Usage	
<input type="text"/>	Work <input type="checkbox"/>	<input type="button" value="Remove"/>

#### Associations

Description	Dates
<input type="button" value="Add Military Location"/>	<input type="button" value="Add Command Structure"/>
<input type="button" value="Add Address"/>	<input type="button" value="Add Additional Attributes"/>

14. Click on: Add Command Structure

A new screen will appear



# Registering For & Updating End User Account

**Add Command Structure**

Name/UIC ⓘ  
Headquarters United States Army Garrison Fort Carson (W0VN)

*Optional*

Start Date      Stop Date

**Add**      Cancel

15. Add Command Structure-type in UIC:

Example: W0VNAA

Enter **Name** or **Unique Identification Code**; start typing command name or UIC and select from list.

Select and it should appear

16. Optional: Start and End Date-  
Examples of why are TDY, at the installation or that UIC for a short period of time.

17. Click Add when completed.



# Registering For & Updating End User Account



ALERT

## Create Client

### Client

\* indicates required fields

#### Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI <span>?</span>	
<input type="text"/>	<input type="text"/>	

#### Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number * <span>?</span>	Extension <span>?</span>	
<input type="text"/>	<input type="text"/>	
Usage	Type <span>?</span>	Receive SMS
Work <input type="checkbox"/>	Landline <input type="checkbox"/>	<input type="checkbox"/>

Email Addresses

Email Address *	Usage
<input type="text"/>	Work <input type="checkbox"/>

#### Associations ?

Description	Dates
<input type="button" value="Add Military Location"/>	<input type="button" value="Add Command Structure"/>
<input type="button" value="Add Address"/>	<input type="button" value="Add Additional Attributes"/>

18. Click on: AddAddress

A new screen will appear



# Registering For & Updating End User Account

**Add Address**

Address Line 1: (Physical Street Address, Do Not Use APO, FPO, or PO Box) \*  
Bldg 1118

Address Line 2: (Suite, Apt., Unit, Division, Company, etc.)

City \*      State      Postal Code \*  
Fort Carson      CO      80913

Usage      Country  
Work      United State:

Standalone Facility

**Add**      **Cancel**

19. Type in Physical Address

Address Line 2 you can add for example: USAG DPTMS OR 4<sup>TH</sup> ID (Add BDE, BN, and Unit)

Anything with a \* (asterisk) is a **REQUIRED** field

Check **Standalone Facility** for off-base locations (Ex.: Recruiting Office).

20. Click Add when completed.



# Registering For & Updating End User Account



ALERT

## Create Client

### Client

\* indicates required fields

#### Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI	
<input type="text"/>	<input type="text"/>	

#### Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number *	Extension	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Usage	Type	Receive SMS		
Work <input type="button" value="v"/>	Landline <input type="button" value="v"/>	<input type="checkbox"/>		

Email Addresses

Email Address *	Usage	<input type="button" value="Remove"/>
<input type="text"/>	Work <input type="button" value="v"/>	

#### Associations

Description	Dates
<input type="button" value="Add Military Location"/>	<input type="button" value="Add Command Structure"/>
<input type="button" value="Add Address"/>	<input type="button" value="Add Additional Attributes"/>

21. At this time, leave additional attributes blank. As the system gets uploaded, we will update instructions and send out.

22. Click SAVE



## Edit Client

Last Updated: 4/3/2019 11:36:16 AM

### Client

\* Indicates required fields

**Personal Information**

First Name *	Middle Name	Last Name *
Christine		Garcia
Rank	CAC EDIPI ⓘ	
GS 11		

**Contact Methods**

Phone Numbers  
**Do NOT enter DSN numbers.**

Phone Number * ⓘ	Extension ⓘ	
719-██████████		<a href="#">Remove</a>
Usage	Type ⓘ	Receive SWG
Home	Text-only	<input checked="" type="checkbox"/>

Phone Number * ⓘ	Extension ⓘ	
719-526-2-██████████		<a href="#">Remove</a>
Usage	Type ⓘ	Receive SWG
Work	Landline	<input type="checkbox"/>

[Add Phone](#)

Email Addresses

Email Address *	Usage	
chris██████████@ma	Work	<a href="#">Remove</a>

Email Address *	Usage	
██████████@gmail.com	Home	<a href="#">Remove</a>

[Add Email](#)

**Associations ⓘ**

Description	Dates	
Military Location: Army / Army COMUS / Fort Carson		<a href="#">Remove</a>
Command Structure: Headquarters United States Army Garrison Fort Carson (WDMNAA)		<a href="#">Remove</a>
work Address: building 1118 rm ██████████ fort carson co 80913		<a href="#">Remove</a>

[Add Military Location](#) [Add Command Structure](#) [Add Address](#) [Add Additional Attributes](#)

[Save](#) [Cancel](#)

Your final Client registration screen should look SIMILAR to this one.



This screen will appear when you have successfully created your registration and updated your information.



**ALERT** !

**Client Successfully Created. You May Close This Page.**



# FORT CARSON ALERT! ASSISTANCE

Please email your installation Administrators, if you **can not** locate your  
Directorate or Brigade Managers at:

[usarmy.carson.imcom-central.mbx.dptms-ALERT@mail.mil](mailto:usarmy.carson.imcom-central.mbx.dptms-ALERT@mail.mil)

Fort Carson, CO Installation Administrators

James Volpe [james.r.volpe.civ@mail.mil](mailto:james.r.volpe.civ@mail.mil) (719) 526-9872

Chuck Aucoin [charles.h.aucoin2.civ@mail.mil](mailto:charles.h.aucoin2.civ@mail.mil) (719) 524-3467

