ALERT SUPPORT

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TACOM
**in support of
Army G-3/5/7**

AMERICA'S ARMY

AMERICA'S ARMY

GLOBALLY RESPONSIVE,
REGIONALLY ENGAGED

ALERT!

Mass Warning Notification System Quick Reference Guide

ALERT!
Self Registration Guide

1. Login to self registration (CAC Holders):
Navigate to https://alert.csd.disa.mil/
(recommend Google Chrome or Firefox with email certificate to authenticate)

2. Add Personal Information:
First and Last Names are required fields. CAC IDIPI will populate automatically. Rank is optional.
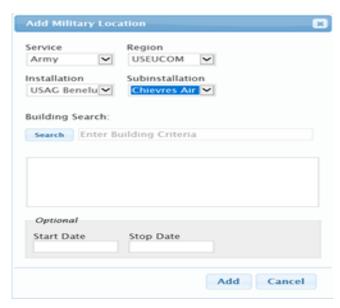
Personal Information

First Name *	Middle Name	Last Name *

Rank	CAC EDIPI
	e.g: 1234567890

Contact Methods
Phone Numbers
Do NOT enter DSN numbers.

Phone Number*	Extension

Usage	Type	SMS	
Work	Landline	☐	REMOVE

Add Phone

Email Addresses

Email Address *	Usage	
	Work	REMOVE

Add Email

NOTE: You must add at least one duty hour and one after duty hour phone number and one email address. You can add up to 10 phone numbers **(format, +32-123456789)** and up to 10 email addresses into the system.

Per DoDI 6055.17 Section 5.5 members of the primary population must ensure that their personal contact information, including after-duty hours contact information, as appropriate (e.g., personal cellular phone numbers or landline phone numbers), e-mail addresses, home address, etc., are entered into the system and regularly updated or verified every 90 days to remain current and accurate.

4. Add Associations:

Add Military Location ✕

Service	Region
Army	USEUCOM

Installation	Subinstallation
USAG Benelu	Chievres Air

Building Search:

Search | Enter Building Criteria

Optional

Start Date	Stop Date

Add | Cancel

NOTE: You must have at least one non-dated association in order for your record to be saved. If you have multiple associations, add each separately.

Additional attributes should only be selected when your Emergency Manager/Command has instructed you to do so.

Add Address ✕

Usage	Country
Work	United States of America

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

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

City *	State	Postal Code *

☐ Standalone Facility

Add | Cancel

If you work at a standalone facitlity please check the box at the bottom of the Add Address window.

Alert! FAQs

Q. What does Alert! use my information for?
A. Alert! stores your information for alerting purposes only.

Q. How many times does the system call per notification?
A. By default the system will contact you 3x unless a confirmation has been acknowledged. It is possible you have may confirmed through another method (EX: Email) and will still receive a phone call if that call was already sent.

Q. I am getting an error that says unable to save client record, or registration was unsuccessful what should I do?
A. Make sure that you have completed all of the mandatory fields: First Name, Last Name, valid phone number, email address and one non-dated association. If you are unable to find your military location please contact our help desk and we will be happy to assist.

Q. What do I do if I share a work phone?
A. If you share a work number ensure you check the **"Shared Number"** in Contact Methods box..

ALERT! Help Desk

supportem2p@cloudlakellc.com | usarmy.detroit.rdecom.mbx.em2p-help-desk@mail.mil

Help Desk Phone 866-515-0551