

# ALERT! SUPPORT

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## Army Support Activity – Black Sea

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:

Navigate to <https://alert.csd.disa.mil/>

### 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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI	
<input type="text"/>	e.g: 1234567890	

### 3. Add Contact Methods:

#### Contact Methods

##### Phone Numbers

**Do NOT enter DSN numbers.**

Phone Number*	Extension	
<input type="text"/>	<input type="text"/>	
Usage	Type	SMS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Add Phone"/>	<input type="button" value="REMOVE"/>	

##### Email Addresses

Email Address *	Usage
<input type="text"/>	<input type="text"/>
<input type="button" value="Add Email"/>	<input type="button" value="REMOVE"/>

NOTE: You must add at least one valid phone number and one email address. You can add up to 10 phone numbers 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:

#### 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"/>

  

Service	Region
<input type="text"/>	<input type="text"/>
Installation	Subinstallation
<input type="text"/>	<input type="text"/>

- Add Military Location
  - Service – Select Army
  - Region – Select OCONUS
  - Installation – Select MK and/or NSTA
- (Optional) Add Start/Stop Dates
- Click Add

You may add further associations such as Command Structure (you will need your Unit Identification Code (UIC); Work/Home Address; and Additional Attributes from a drop-down window.

**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.**

Save all work when prompted.

**If you work at a standalone facility 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. I can't complete registration because I only have a DSN number, what should I do?  
A. If you only have a DSN phone number, simply click the remove button for that field and then save at the bottom of the page.

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