

# ALERT! SELF REGISTRATION GUIDE

## 1. Login to self registration

Navigate to <https://alert.csd.disa.mil/>  
Click the DoD and All Services Icon

## 2. Add Personal Information:

First & Last Names are required fields  
CAC EDIPI will populate automatically  
Rank is optional

**Personal Information**

First Name \* Middle Name Last Name \*

Rank CAC EDIPI <sup>1</sup>

eg. 1234567890

## 3. Add Contact Methods

### Contact Methods

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

Phone Number \* <sup>1</sup> Extension <sup>1</sup>

Usage Type <sup>1</sup> Receive SMS

Work Landline

**Add Phone**

### Email Addresses

Email Address \* Usage

Work

**Add Email**

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** <sup>1</sup>

Description	Dates
<p><b>Service</b></p> <p>Region USNORTHCOM</p> <p><b>Installation</b></p> <p><b>Subinstallation</b></p>	

**Add Military Location** **Add Command Structure** **Add Address** **Add Additional Attributes**

**Add Command Structure**

**Add Additional Attributes**

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**

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 \*

Usage Country

Work United States

Standalone Facility

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.

## Alert! Help Desk

supportem2p@cloudlakellc.com |  
usarmy.detroit.rdecom.mbx.em2p-help-desk@mail.mil  
Help Desk Phone 866-515-0551

