Fort Cavazos Alert! Mass Warning and Notification System (MWNS)

Client Profile / Account Update Procedures
Step 1. Right Click on the Alert! Icon and select Edit Contact Info (figure 1)
Step 2. Windows Security ALERT! SYSTEM MESSAGE dialog displays: select certificate and click OK (figure 2)

Figure 2. Windows Security Alert! System Message
NOTE: Ensure the most current certificate is selected
Step 3. The Create Client Account Dashboard page contains four sections: Personal Information, Associations, Contact Methods and Family Members.

1. **Personal Information:** Enter First Name and Last Name (required); optional, enter Middle Name and Rank; CAC EDIPI auto-fills from the inserted CAC.

![Client Account Dashboard](image-url)

**Figure 3. Personal Information**
Associations – Associations added to the Create Client page grant permissions to manage clients, groups, other users and templates and allow a Web Interface User (within the associations) to send alerts to the client. The Associations section contains four sections: Add Military Location, Command Structure, Address and Additional Attributes.
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Figure 5. Command Structure

Enter UIC or Command Name

EXAMPLE

Search for a command structure:

Back  Next
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![Figure 7. Additional Attributes](image-url)

**EXAMPLE**

- G-779
- G-8
- G-9
- GB Pound
- Harker Heights Medical Home (HMMH-CRADAC)
- Headquarters and Headquarters Company
- IG
- Inspector General
- Internal Review
- JAG
- Lodging
- Marine
- Military Personnel
- Military Personnel - AGR (Active Guard Reserve)
- Military Personnel - TPU (Troop Program Unit)
- Naval Medical Logistics Command
- Navy
- OAW
- OFFICER
- Off-Post Housing
- Operator
- OTIS
- PAAS
- Police
- Primary Language - Arabic (العربية)
- Primary Language - Chinese Mandarin (中文)
- Primary Language - Dutch (Nederlands)
- Primary Language - French (Français)
- Primary Language - German (Deutsch)
- Primary Language - Greek (Ελληνικά)
Step 4. Add one or more phone numbers to receive alerts, enter 10-digit phone number (e.g., xxx-xxx-xxxx) work, home, cell.

Figure 8. Contact Information
Step 5. Family Members: **Would you like family members to receive alerts?** Family Members Contact Information: In textbox, enter 10-digit phone number (e.g., xxx-xxx-xxxx) work, home cell.

**Client Account Dashboard**

Dashboard  
Personal Information  
Associations  
Contact Information  
**Family Members**

**Figure 9. Family Members**
Point of Contacts

Emergency Manager
DPTMS, USAG, Fort Cavazos, TX
(254) 553-2782 / 287-4097 / 287-7265

Installation Operations Center
DPTMS, USAG, Fort Cavazos, TX
(254) 287-2520 / 287-1994