

# ALERT! Mass Warning Notification System System Enrollment Handout

➤ Right click on the  icon in your government computer's system tray and select "Edit Contact Info" OR visit:

<https://alertservices.csd.disa.mil/>

➤ Log into the system using your CAC "E-mail Certificate".

➤ Update your information or add/update Family Members:



Update

Add

*ALERT! can only be accessed from a government computer connected to a .mil network or by VPN*

➤ You can add any combination of 10 points of contact for yourself or each Family Member:

Contact Methods

Phone Numbers

**Do NOT enter DSN numbers.**

Phone Number\*  Extension

Usage: Home  Cell  Receive SMS  Shared/Other  Confirming

Add Phone

Email Addresses

Email Address\*  Usage: Work

Add Email

To receive text messages, ensure this box is checked

To add additional phone numbers or e-mail addresses, click these

➤ Ensure you associate your account to your Unit:

Associations \*

Description	Dates
Military Location: Army / USNORTHCOM / Fort Drum	<input type="button" value="Remove"/>

Add Military Location   Add Command Structure   Add Address   Add Additional Attrib

Your Fort Drum military location is already entered, DO NOT remove

Click on "Add Command Structure" and enter your Company-level UIC

➤ Save your Client account.