Alert! MWNS 24/7 Service Desk
CONUS: 866-515-0551
Europe: +94-1-866-515-0551
Asia: +99-00-11-866-515-0551
E-mail: usarmy.detroit.devcom-gvsc.mbx.em2p-help-desk@army.mil

Login to the Alert!

Navigate to **https://dod.alert.mil** . Check the box that says "I agree to the terms above" and click PKI login.

Client Account Dashboard

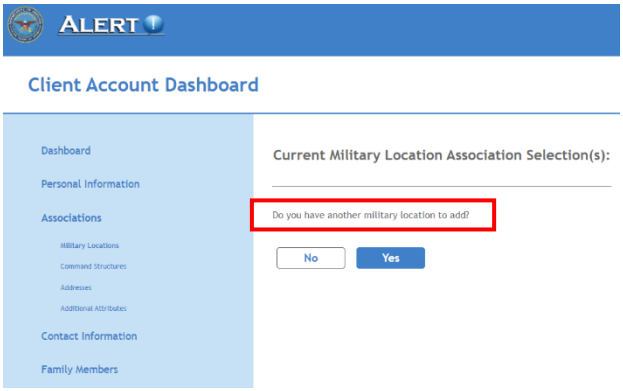
Click edit Edit to modify the section of your choosing.

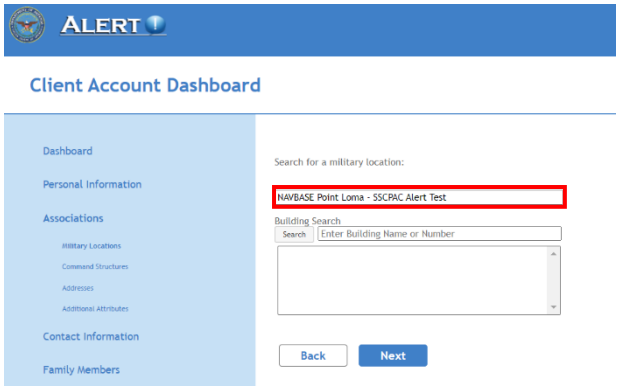
*Warning: When updating your profile, you must click on the "Save" button to save the changes you have made. If you do not click "Save" the changes will not be saved.

Associations

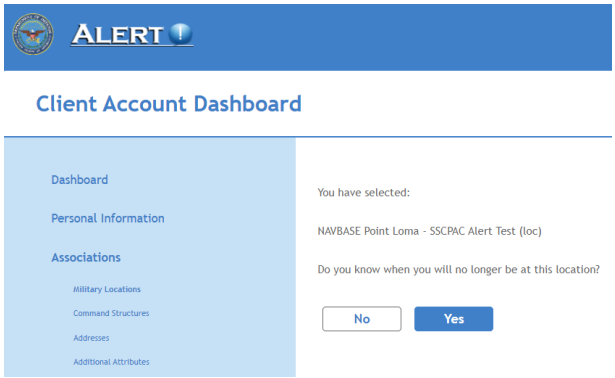
Military Location

1. If you have a Military Location to update, please click on "Remove" on the old location to remove it from the list.
2. If you have a Military Location to add. Click on Yes and search for your current Location then click "Next".

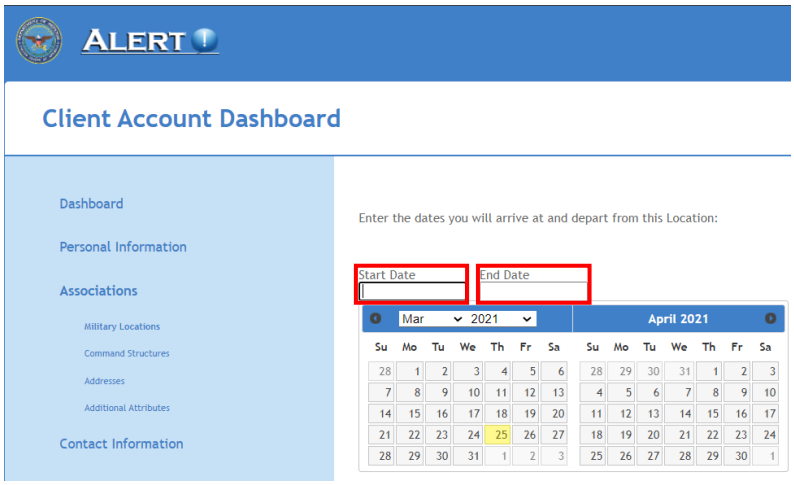




3. If you know the dates you will be leaving the installation, select "Yes". Select "No" to skip to Organization Structures.
   *Warning: You will have to have at least **one** Association without a start/end date on your Alert! profile to use this option.

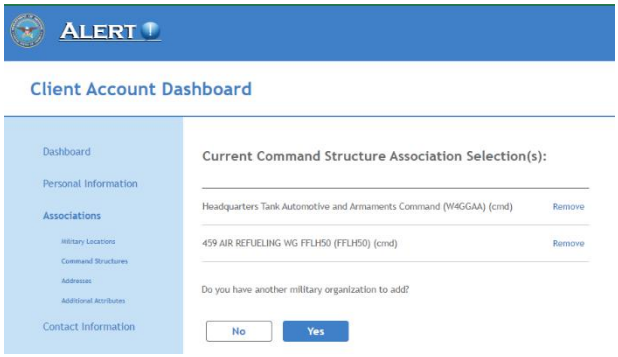


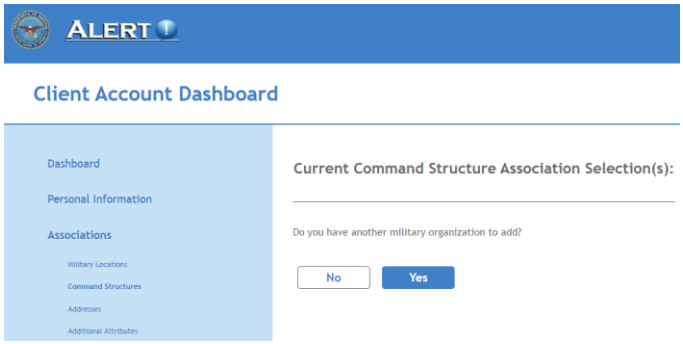
4. Select your Start Date and End Date. (Association automatically removed from profile after the End Date).



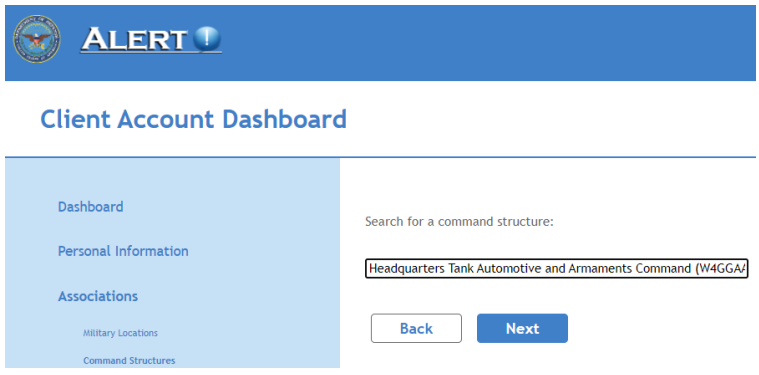
Command Structure/UIC

1. If you have an Organization to update please click on “Remove” on the old location to remove it from the list.
2. Once removed click on “Yes” to add your current Organization, click “No” if you do not have an Organization to add.

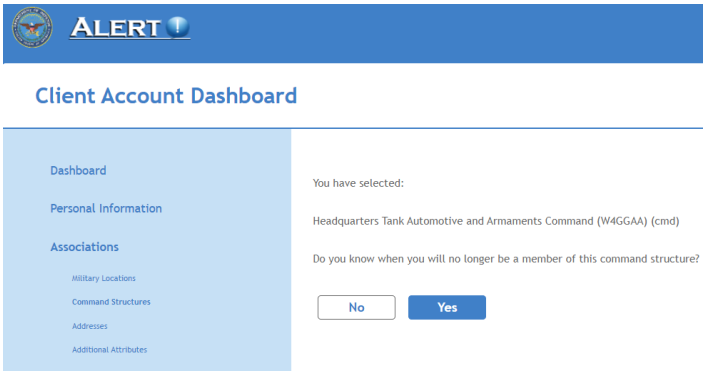




3. In the search field, type the UIC, select your Command from the list, then select “Next”.

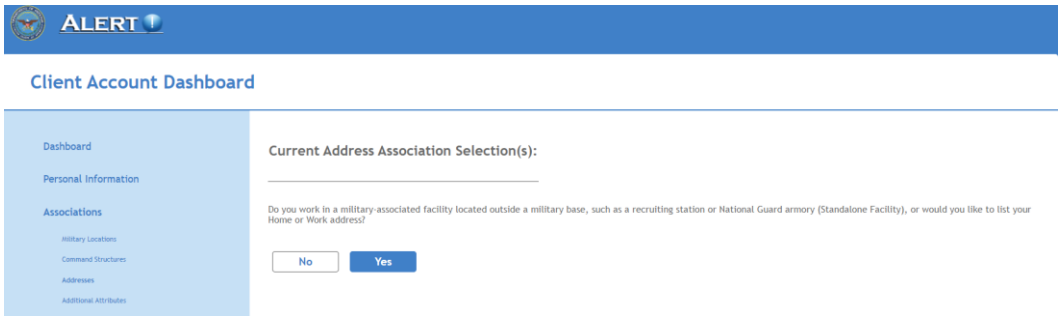


4. If you know the dates you will be leaving the Organization, select “Yes”. Select “No” to skip to Addresses. (Follow the previous steps to add Start Date and End Date)

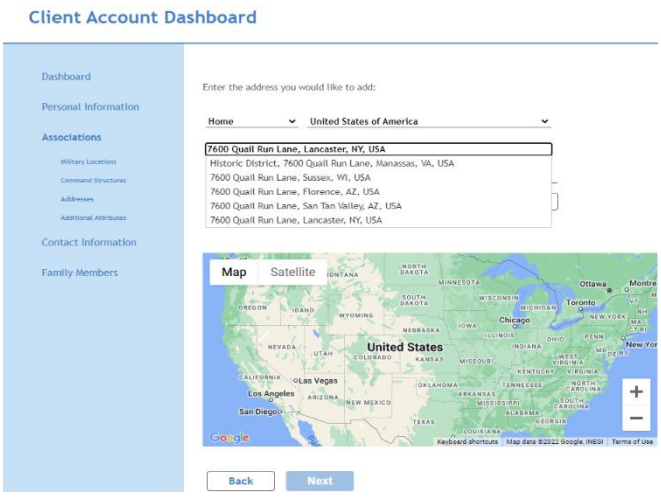


Addresses

1. If you have an address to update please click on “Remove” to remove your old address.
2. If you would like to add a new physical address, select “Yes”. Select “No” to skip to Additional Attributes.

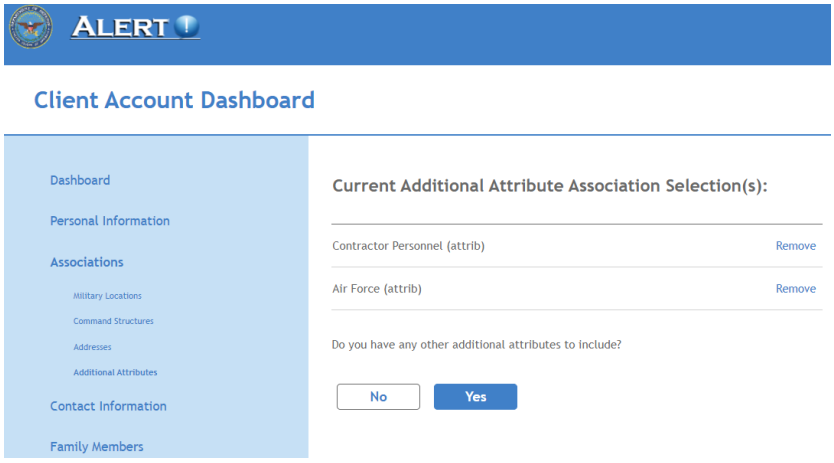


3. Select Home or Work, your Country, then enter your physical address in their respective fields, then select from the drop down of your physical address. Once selected click on “Next” add the address. Select “No” to go to next section.
   (Select “Standalone” facility if your work location is physically located outside of a military base)

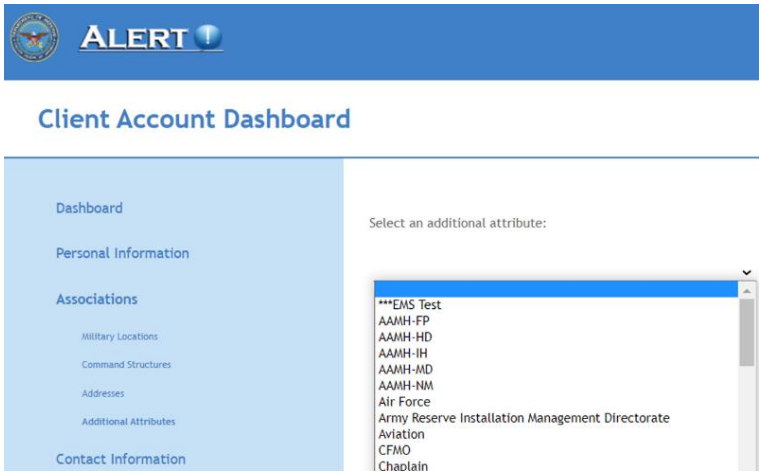


Additional Attributes

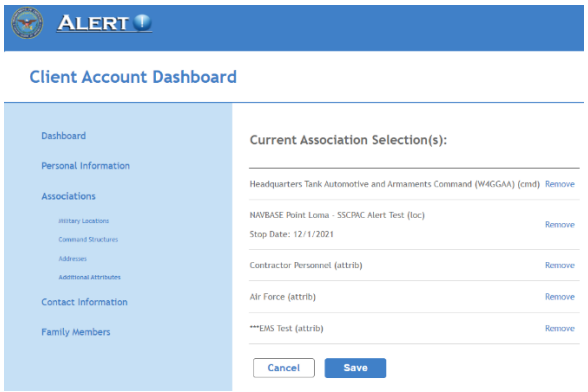
1. If you have an Additional Attribute to update please click on “Remove” to remove your Attributes.
2. If you would like to add Additional Attributes to your Client profile, select “Yes”. Select “No” to view and save the updates you have made.



3. Select the dropdown menu to choose an Additional Attribute from the list, then select “Next”. If you need to add multiple Additional Attributes, follow the same steps.



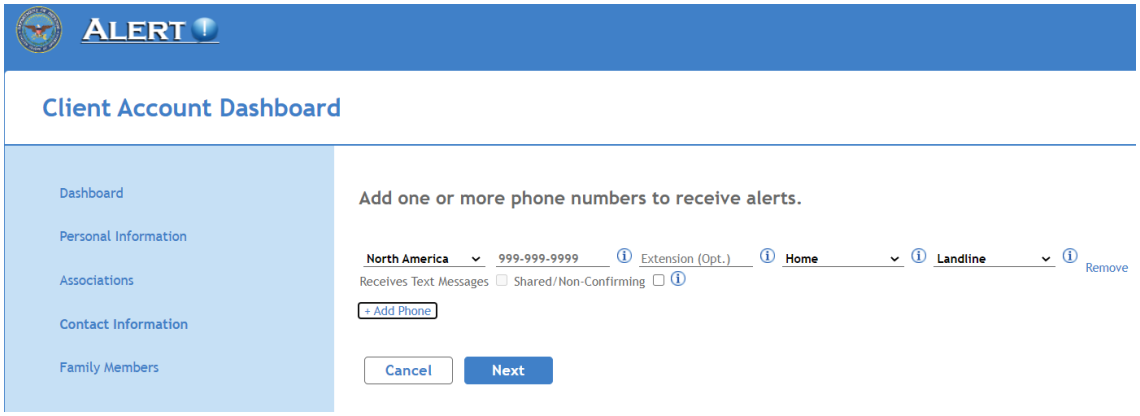
4. Select “Save” to save your Associations.



Contact Information

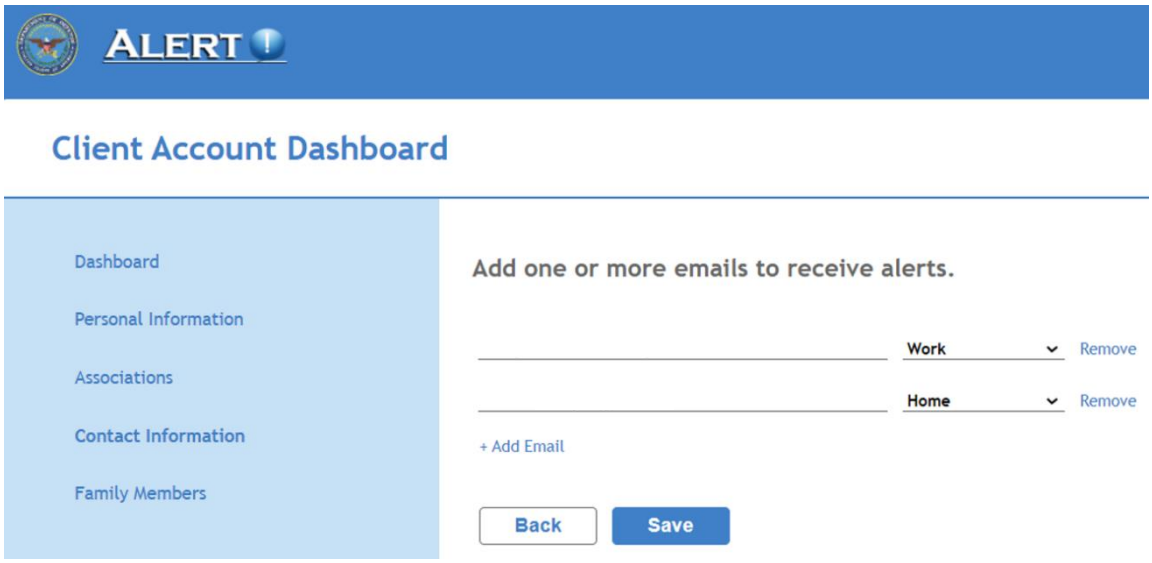
(Phone/SMS)

1. Choose the Country then enter the phone number(s) into their respective fields.
   (Make sure to follow the proper phone number format)
2. To receive SMS/Text notifications, check the box next to “Receives Text Messages”.
3. If you share a phone number with a colleague or family member, check the box next to “Shared/Non-Confirming”.



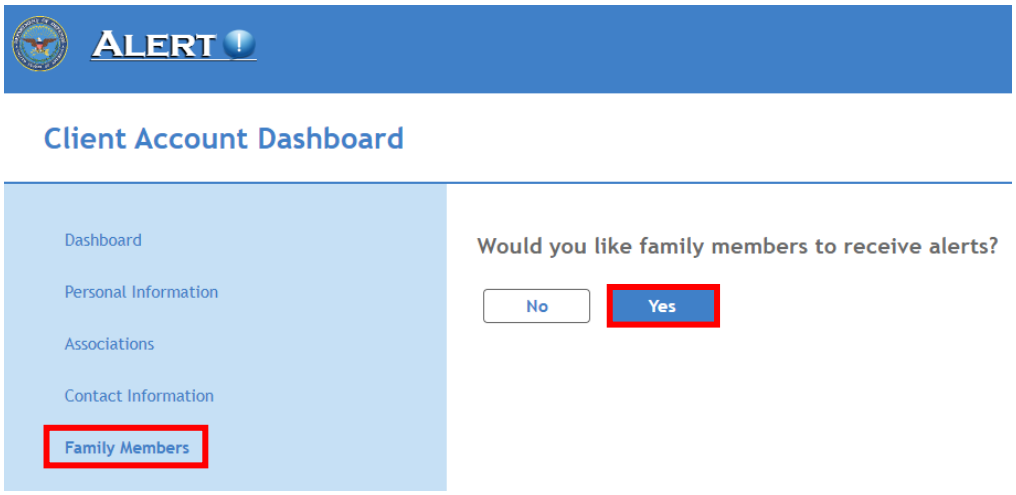
Contact Information (Emails)

1. Choose the Email type (Work/Home) then enter the Email address in the respective field, then select “Save”.

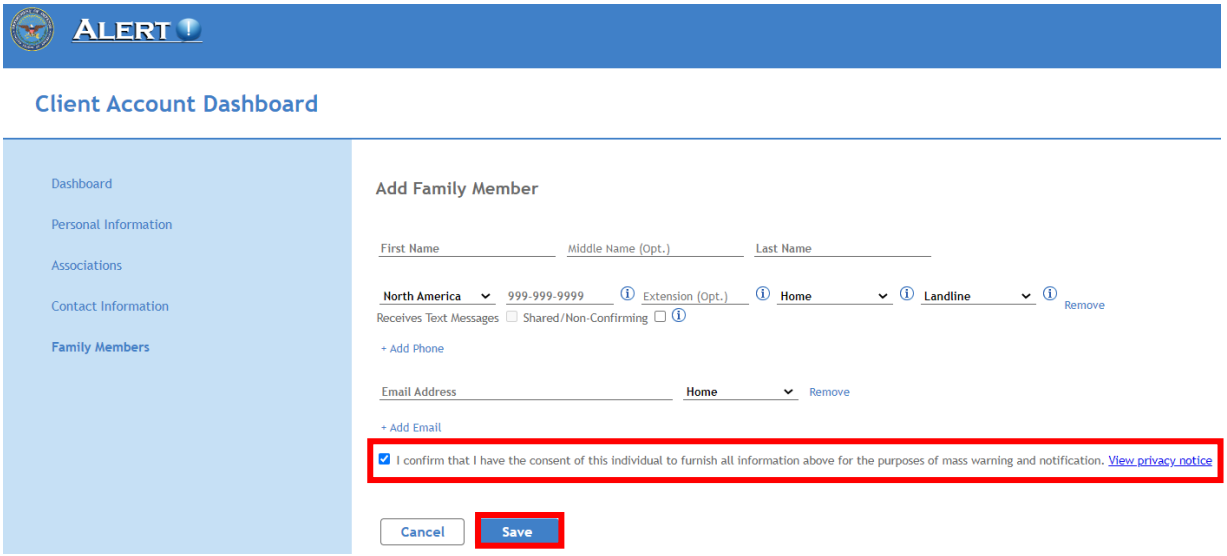


Family Members

1. If you would like your family members to receive the same notifications as the primary account, select the "Family Members" link on the left of the Client Account Dashboard. Select "Yes" to add your family member's contact information.



2. Enter your family member's contact information (Phones/emails) and check the box at the bottom of the page, then select Save.



Point of Contacts:

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

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