ALERT! MASS WARNING AND NOTIFICATION SYSTEM (MWNS)

Client Registration Procedures

***FOR NEW CLIENTS – see below. FOR MIGRATED CLIENTS FROM PREVIOUS SYSTEM – go to page 9.

NEW CLIENTS

After the Alert! desktop application has been installed, a log in to the local workstation displays a Client Registration Required popup displays.

![Client Registration Required](Image)

**Figure 1. Client Registration.**

Step 1. Click **Register Now**; Alert! Client Registration opens web browser and client is prompted for credentials (see step 3)
Step 2. Click **Postpone** if time is needed to gather information before registering.

**NOTE**

**ALERT! CLIENT REGISTRATION** will only allow postponement for a duration determined by the command. i.e 72hrs. After that a client may not postpone and will be required to register.

Step 3. **Windows Security ALERT! SYSTEM MESSAGE** dialog displays; select certificate and click **OK**.

**NOTE**

Ensure the most current certificate is selected.
Step 4. **USG Warning and Consent Banner** displays.

![USG Warning and Consent Banner](image)

Figure 4. USG Warning and Consent Banner.

Step 5. Click **I Agree**; **Create Client** page displays.
2.1.1 Create Client Page

The Create Client page contains three sections: Personal Information, Contact Methods, and Associations.

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

2. **Contact Methods**:
   - **Phone Numbers** (see Section 2.1.2 for detailed phone information):
     - In textbox, enter 10-digit phone number (e.g., xxx-xxx-xxxx).
• If the phone number entered is an extension, input the extension number in the Extension textbox. If number directs the caller to phone menu options, input the desired menu option number followed by the extension number separated by a comma with no spaced. (e.g., 2,1430).

• From Usage drop-down, select Work or Home.

• From Type drop-down, select Cell, Landline, Shared Landline, or Text-only.

• Receive short message service (SMS) is selectable when Cell is selected.

Email Addresses Enter email in Email Address textbox and from Usage drop-down, select Work or Home.

3 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 buttons: Add Military Location, Add Command Structure, Add Address, and Add Additional Attributes.

NOTE

It is necessary to add at least one association without a start and stop date; if Save is selected before at least one association is added, an error message displays.

Add Military Location

NOTE

Service, Region, and Installation drop-downs are mandatory; selection of Service refines the options for additional drop-downs.

• Click Add Military Location button; Add Military Location dialog displays.
Starting with **Service**, use drop-down menus to select **Region**, and **Installation** (Sub installation optional).

- **Building Filter** can be used to search for a building.
- **Start Date** and **Stop Date** are optional and can be used to enter start/stop dates for **Military Location**; start/stop date can be used to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).

  - Click **Add**.

**Add Command Structure**

- Click **Add Command Structure** button; **Add Command Structure** dialog displays.
Enter Name or Unique Identification Code; start typing command name or UIC and select from list.

Start Date and Stop Date are optional and can be used to enter start/stop dates for Command Structure; start date can be to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).

Click Add or Cancel.

Add Address

Click Add Address button; Add Address dialog displays.

Complete the address information (textboxes with asterisks (*) are mandatory).

Check Standalone Facility for off-base locations (e.g., Recruiting Office).

Click Add.

Add Additional Attributes
• Click **Additional Attributes** button; **Add Additional Attributes** dialog displays.

![Add Additional Attributes Dialog](image)

**Figure 9. Add Additional Attributes Dialog.**

• Select from available **Values**.
• Click **Add**.

**NOTE**

If **Add Additional Attributes** association is selected without necessary identifying information, the following **Warning** dialog

![Warning Dialog](image)

*displays when client selects the save button.*

**Figure 10. Insufficient Information Warning Dialog (Example).**

• Click **Yes** to save; click **No** to continue entering association(s).

Step 6. On **Create Client** page (Figure 5), click **Save**; **Client Information Successfully Created** message displays.
Once all information is completed your registration is complete.

MIGRATED CLIENTS FROM PREVIOUS SYSTEM

If you are only asked for CAC PIN that means your information has been migrated and all you have to do is update your information, as needed.

To update your information:

Step 1. In the local taskbar, locate and double-click Alert! icon.

Step 2. Alert! desktop application interface displays; click Edit Client Info it will take client to the Edit client web page (after credential selection and warning banner).

Step 3. ALERT! SYSTEM MESSAGE dialog displays (Figure 3); select certificate and click OK.

Step 4. USG Warning and Consent Banner displays (Figure 4); Edit Client page displays.

Figure 11. Client Created Message.

Figure 12. Alert! Icon.
Step 5. Enter edits as desired and click **Save**.

Per DoDI 6055.17, DoD Emergency Management (EM) Program, Section 5.5 states,

“Due to life-safety implications of the information being relayed and the requirement to provide immediate alerts and warnings, 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), email addresses, home address, etc. are entered into the system and regularly updated or verified every 90 days to remain current and accurate.”
If you have questions regarding the Alert! System or if after migration you have registration issues, please contact the Alert! Helpdesk at **866-515-0551** or via email at **usarmy.detroit.rdecom.mbx.em2p-help-desk@mail.mil**

For further questions or concerns contact the following installation POCs:

**Emergency Management:**
- Mr. Frederick Corbin at (254) 553-2782 or Frederick.b.corbin.civ@mail.mil
- Mr. Amaury Ochart at (254) 287-4097 or amaury.b.ochart.civ@mail.mil

**Installation Operations Center:**
- Mr. Ed Rivera at (254) 287-1995 or edwin.rivera23.civ@mail.mil