

# ALERT!

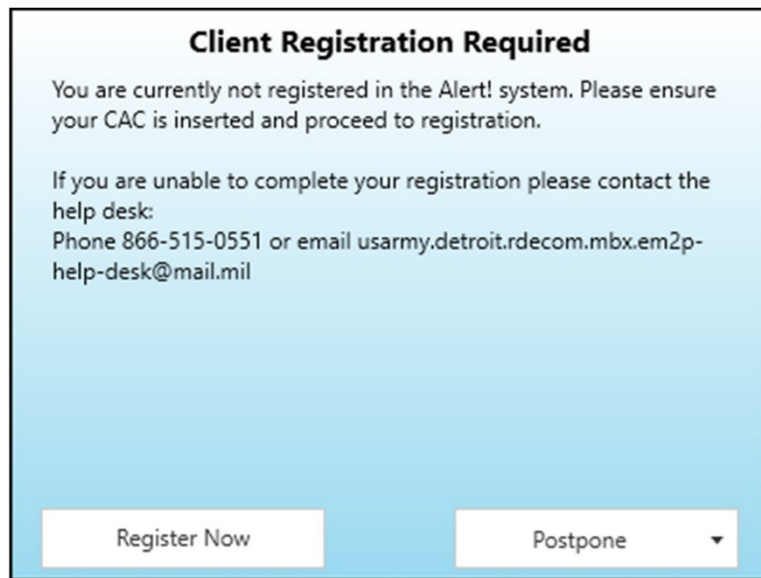
## ALERT! MASS WARNING AND NOTIFICATION SYSTEM (MWNS)

### Client Registration Procedures

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

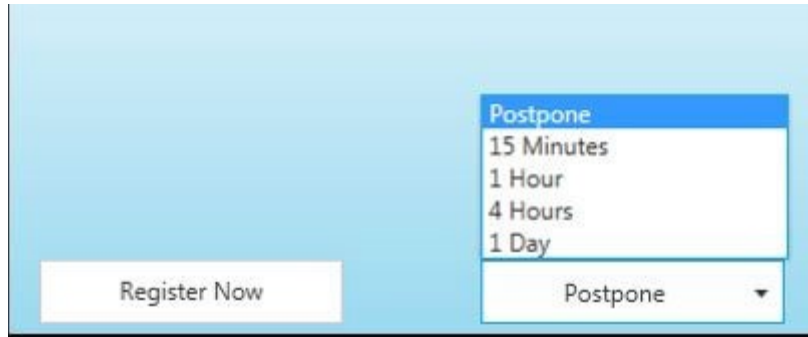
#### **NEW CLIENTS**

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



**Figure 1. Client Registration.**

- Step 1. Click **Register Now**; **Alert! Client Registration** opens web browser and client is prompted for credentials (see step 3)



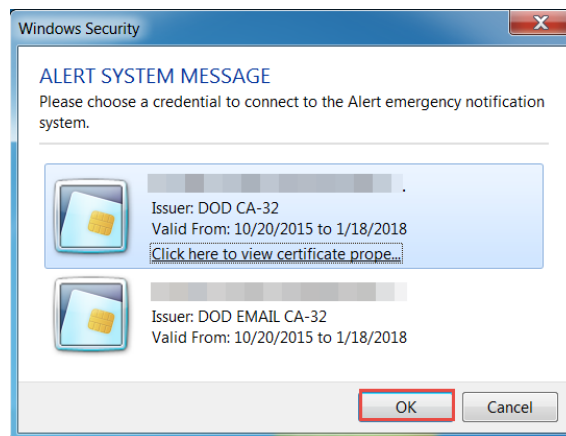
**Figure 2. Option to Postpone Client Registration.**

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**.

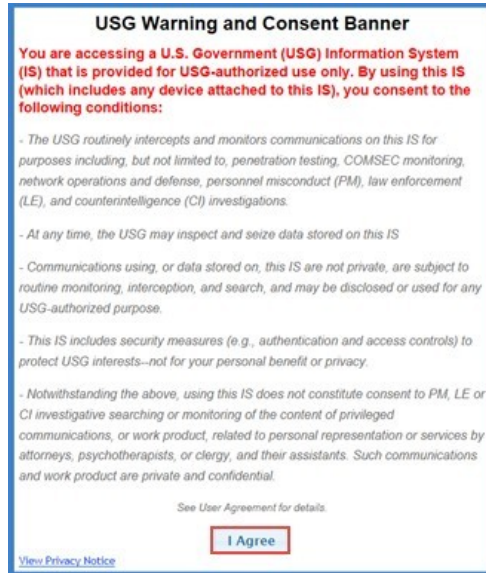


**Figure 3. Windows Security Alert! System Message. Dialog**

**NOTE**

Ensure the most current certificate is selected.

Step 4. **USG Warning and Consent Banner displays.**



**Figure 4. USG Warning and Consent Banner.**

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

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### Create Client

**Client**

\* Indicates required fields

**1 Personal Information**

First Name \*      Middle Name      Last Name \*

Rank      CAC EDIPI ⓘ

1523466271

**2 Contact Methods**

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

Phone Number \* ⓘ      Extension ⓘ

Usage      Type ⓘ      Receive SMS      Remove

Work      Landline     

Add Phone

Email Addresses

Email Address \*      Usage      Remove

Work     

Add Email

**3 Associations ⓘ**

Description	Dates
Add Military Location	Add Command Structure
Add Address	Add Additional Attributes

Save      Cancel

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**Figure 5. Create Client Page (Example).**

### 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

**Figure 6. Add Military Location Dialog.**

- 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.

**Figure 7. Add Command Structure Dialog.**

- 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**

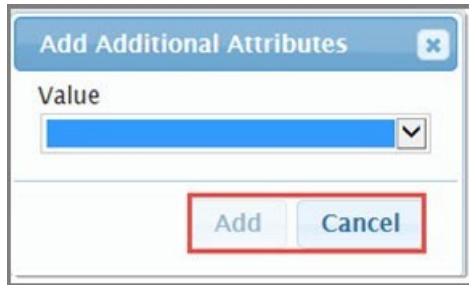
- Click **Add Address** button; **Add Address** dialog displays.

**Figure 8. Add Address Dialog.**

- 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.



**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



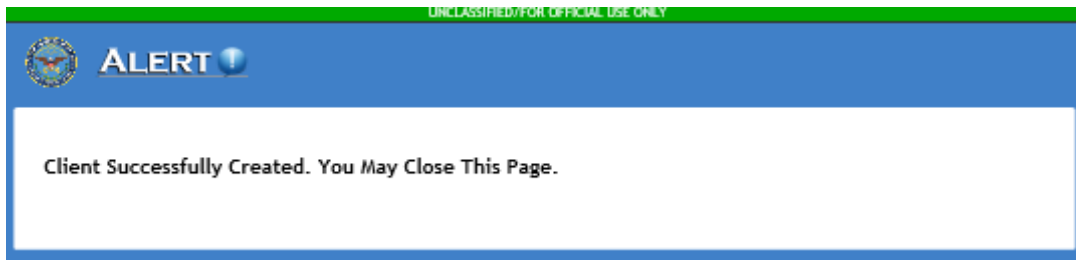
*\*displays when client selects the save button.*

**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.





**Figure 11. Client Created Message.**

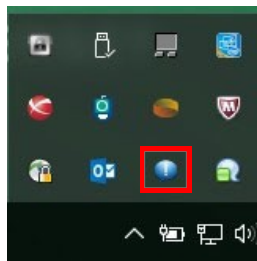
Once all information is completed your registration is complete.

### **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.



**Figure 12. 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! SYSYEM MESSAGE** dialog displays (Figure 3); select certificate and click **OK**.

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

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### Edit Client

Last Updated: 7/18/2018 11:51:32 AM

**Client**

\* indicates required fields

**Personal Information**

First Name *	Middle Name	Last Name *
Alert		Test

Rank	CAC EDIPI <span style="font-size: 0.8em;">?</span>
Alert Test Client	

**Contact Methods**

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

Phone Number * <span style="font-size: 0.8em;">?</span>		Extension <span style="font-size: 0.8em;">?</span>	
555-555-5555		2,5555	<a href="#">Remove</a>

Usage	Type <span style="font-size: 0.8em;">?</span>	Receive SMS	
Work <span style="font-size: 0.8em;">v</span>	Cell <span style="font-size: 0.8em;">v</span>	<input type="checkbox"/>	

[Add Phone](#)

Email Addresses

Email Address *	Usage	
AlertTest@mail.mil	Work <span style="font-size: 0.8em;">v</span>	<a href="#">Remove</a>

[Add Email](#)

**Associations** ?

Description	Dates
Military Location: Army / Army CONUS / Fort A.P. Hill	
<a href="#">Remove</a>	

[Add Military Location](#)  
 [Add Command Structure](#)  
 [Add Address](#)  
 [Add Additional Attributes](#)

[Save](#)   [Cancel](#)

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**Figure 13. Edit Client Page (Example).**

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](mailto: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](mailto:Frederick.b.corbin.civ@mail.mil)
- Mr. Amaury Ochart at (254) 287-4097 or [amaury.b.ochart.civ@mail.mil](mailto:amaury.b.ochart.civ@mail.mil)

**Installation Operations Center:**

- Mr. Ed Rivera at (254) 287-1995 or [edwin.rivera23.civ@mail.mil](mailto:edwin.rivera23.civ@mail.mil)