



**U.S.ARMY**®

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

## Client Profile / Account Update Procedures

As of 10 May 2022





# Client Profile / Account Update Procedures

Step 1. Right Click on the Alert! Icon and select Edit Contact Info (figure 1)

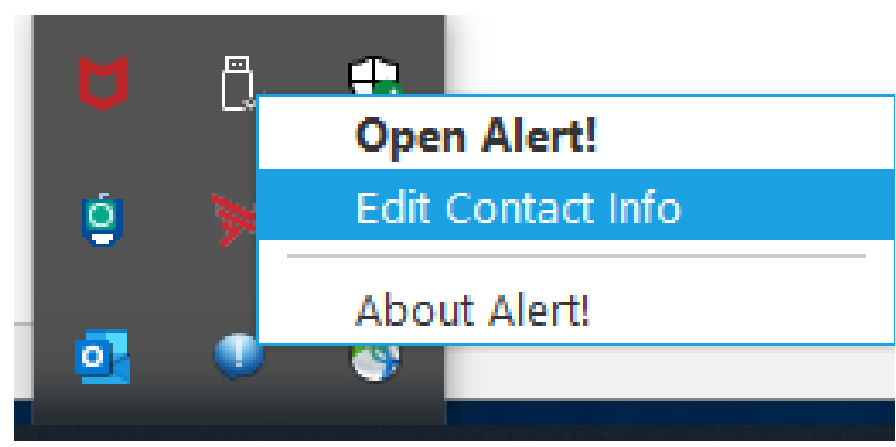


Figure 1. Client Registration





# Client Profile / Account Update Procedures

Step 2. Windows Security ALERT! SYSTEM MESSAGE dialog displays: select certificate and click OK (figure 2)

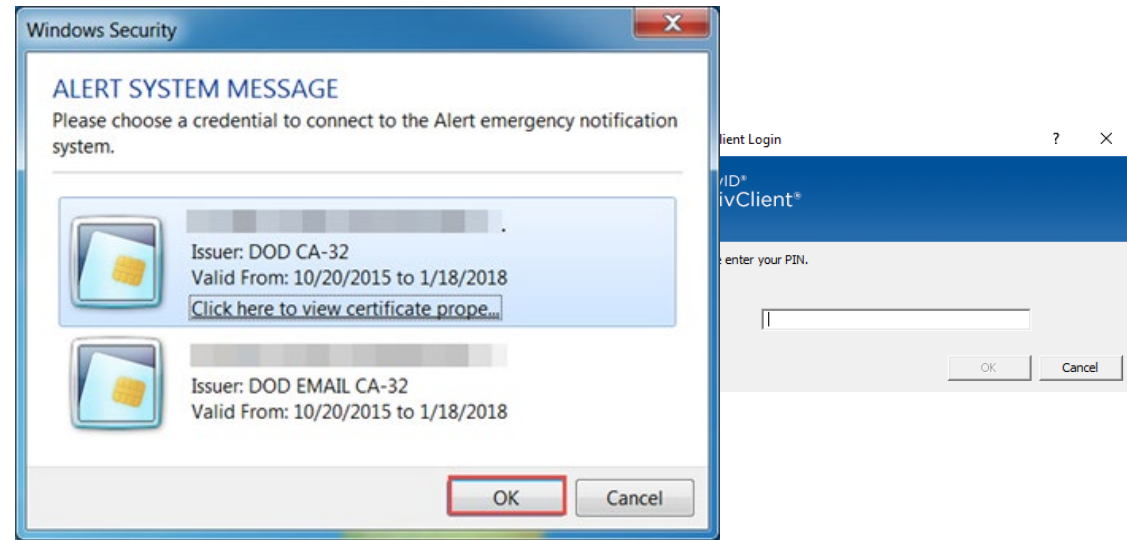


Figure 2. Windows Security Alert! System Message  
NOTE: Ensure the most current certificate is selected





# Client Profile / Account Update Procedures

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).

The screenshot shows the 'Client Account Dashboard' interface. On the left is a navigation menu with the following items: 'Dashboard', 'Personal Information', 'Associations', 'Contact Information', and 'Family Members'. The 'Personal Information' item is highlighted with a red dashed box and a red circle containing the number '1'. The main content area is titled 'Enter your personal information' and contains the following fields: a text input field for 'Middle Name (Opt.)', a text input field for 'CIV', and a text input field for 'CAC EDIPI'. Below these fields are two buttons: 'Cancel' and 'Save'.

Figure 3. Personal Information





# Client Profile / Account Update Procedures

- 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.

The screenshot shows a web interface for updating a client profile. On the left is a navigation menu with the following items: Dashboard, Personal Information, **2 Associations** (highlighted with a red circle and a red dashed box around 'Military Locations'), Contact Information, and Family Members. A red bracket groups the 'Associations' section, and a red box labeled 'EXAMPLE' points to the 'Military Locations' option. The main content area is titled 'Current Military Location Association Selection(s):'. It contains a search form with the following elements: a text input field containing 'USNORTHCOM - Fort Hood', a 'Building Search' section with a 'Search' button and an input field containing '1001', and a dropdown list of search results. The results are: 'Fort Hood - 1001 III Corps Headquarters' (highlighted), 'Fort Hood - 10010 Enlisted Unaccompanied Personnel Housing', 'Fort Hood - 10011 Enlisted Unaccompanied Personnel Housing', 'Fort Hood - 10012 Large Unit Headquarters', and 'Fort Hood - 10013 Large Unit Headquarters Building'. At the bottom of the search area are 'Back' and 'Next' buttons.

Figure 4. Military Location





# Client Profile / Account Update Procedures

- 2 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.

Dashboard

Personal Information

2 Associations

- Military Locations
- Command Structures** (EXAMPLE)
- Addresses
- Additional Attributes

Contact Information

Family Members

Search for a command structure:

 ×

Figure 5. Command Structure





# Client Profile / Account Update Procedures

- 2 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.

Dashboard

Personal Information

2 Associations

Military Locations

Command Structures

Addresses

Additional Attributes

Contact Information

Family Members

EXAMPLE

Enter the address you would like to add:

Home  **Enter Address**

Address Line 1 (Physical Street Address, Do Not Use APO, FPO, or PO Box)

Address Line 2 (Suite, Apt., Unit, Division, Company, etc.)

City  State  Postal Code

Standalone Facility

No Yes

Figure 6. Address





# Client Profile / Account Update Procedures

- 2 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**.

Select an additional attribute:

- G-7/9
- G-8
- G-9
- GB Pound
- Harker Heights Medical Home (HHMH-CRDAMC)
- 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)

**EXAMPLE**

Select appropriate attribute

Figure 7. Additional Attributes







# Client Profile / Account Update Procedures

- Step 4. Add one or more phone numbers to receive alerts, enter 10-digit phone number (e.g., xxx-xxx-xxxx) work, home, cell.

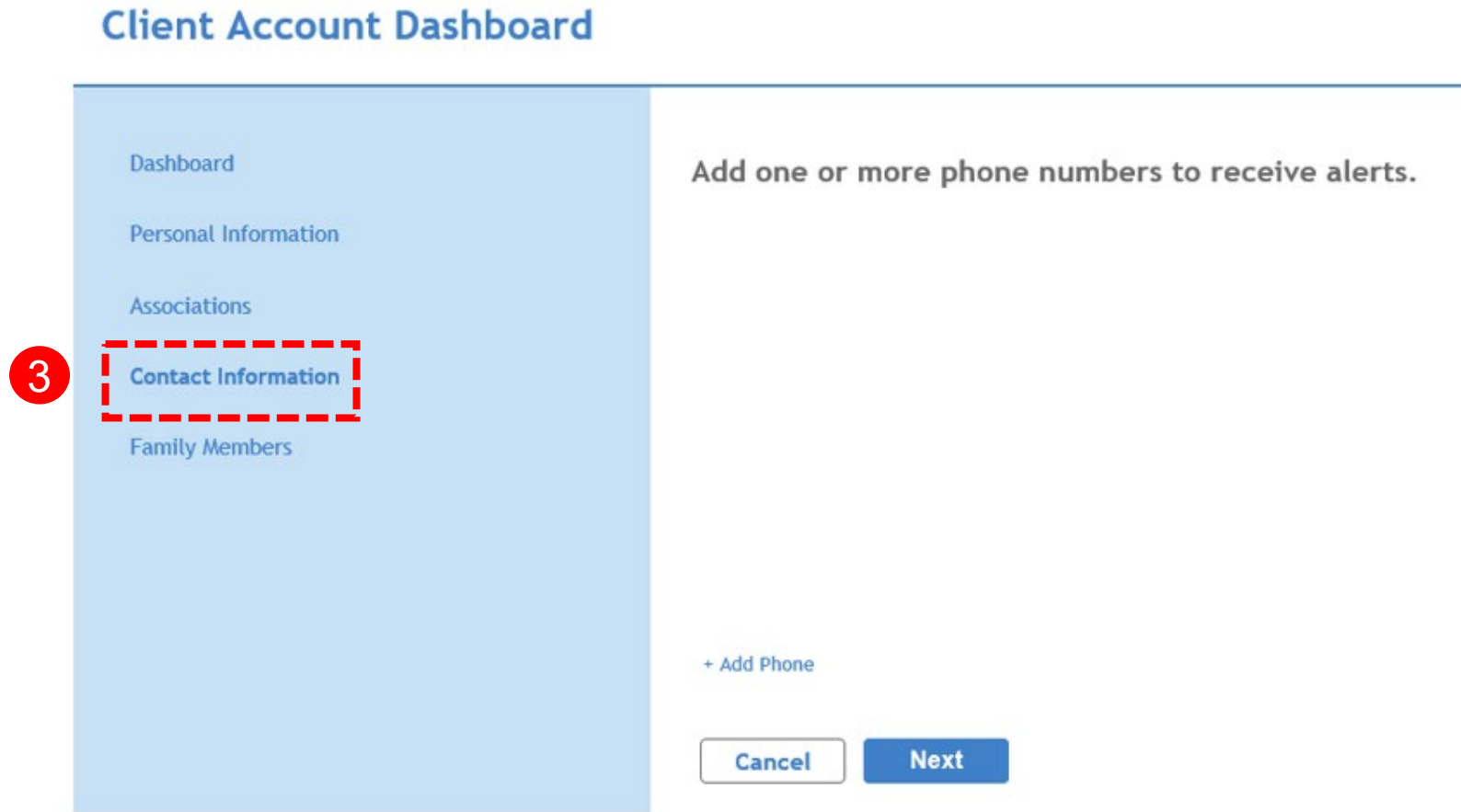


Figure 8. Contact Information





# Client Profile / Account Update Procedures

- 4 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

The screenshot shows a 'Client Account Dashboard' with a left-hand navigation menu. The menu items are: Dashboard, Personal Information, Associations, Contact Information, and Family Members. The 'Family Members' item is highlighted with a red dashed rectangular border and a red circle containing the number '4'. To the right of the navigation menu, the main content area displays the question 'Would you like family members to receive alerts?' with two buttons: 'No' (white with a grey border) and 'Yes' (solid blue).

Figure 9. Family Members





U.S. ARMY

# Client Profile / Account Update Procedures

## Point of Contacts

Emergency Manager

DPTMS, USAG, Fort Hood, TX

[usarmy.hood.id-readiness.mbx.dptms-em@army.mil](mailto:usarmy.hood.id-readiness.mbx.dptms-em@army.mil)

(254) 553-2782 / 287-4097 / 287-7265

Installation Operations Center

DPTMS, USAG, Fort Hood, TX

[usarmy.hood.usag.mbx.ioc@army.mil](mailto:usarmy.hood.usag.mbx.ioc@army.mil)

(254) 287-2520 / 287-1994

