

# Fort Hood Alert! Mass Warning and Notification System (MWNS)

## Client Profile / Account Update Procedures

☆☆☆☆ WE ARE THE ARMY'S HOME ☆☆☆☆



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

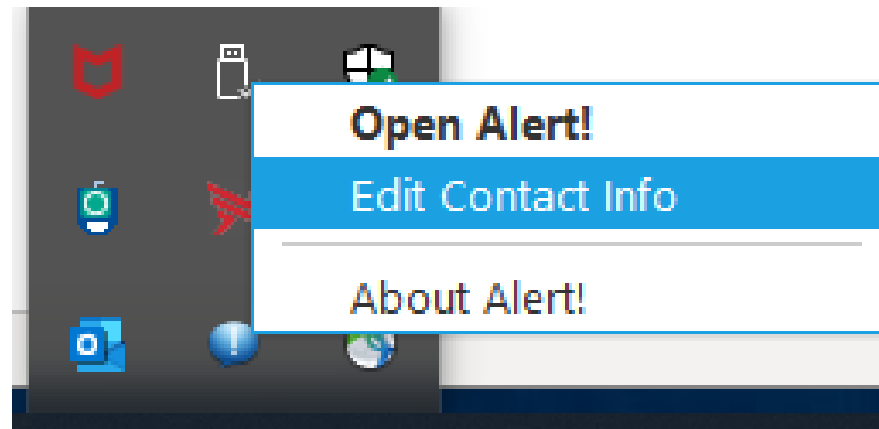


Figure 1. Client Registration



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

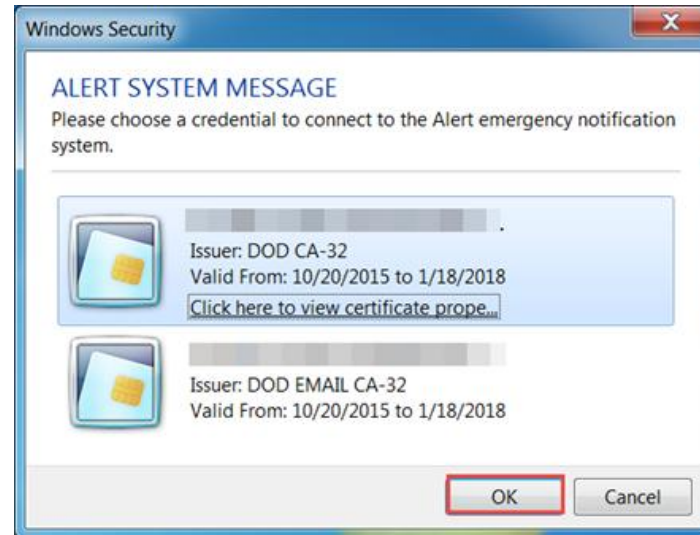
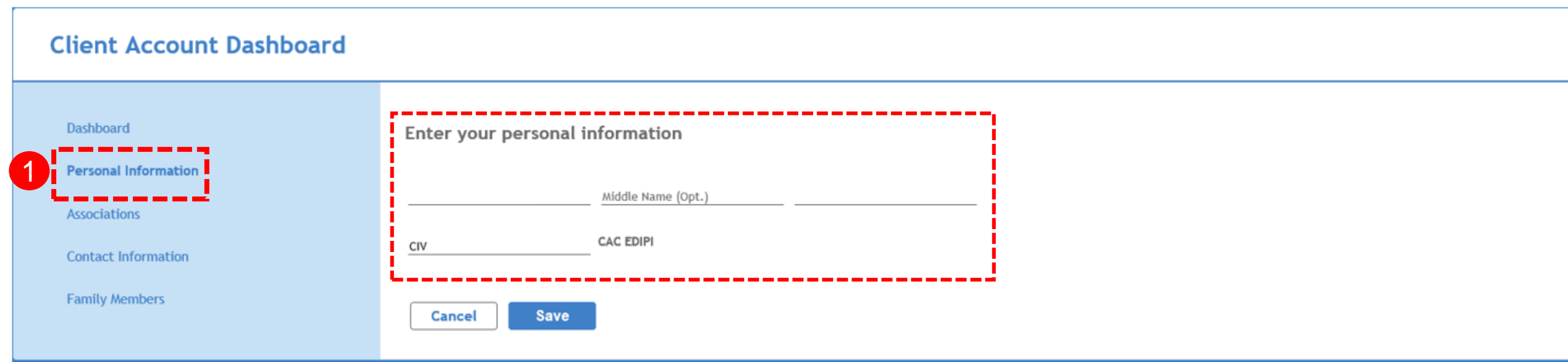


Figure 2. Windows Security Alert! System Message  
NOTE: Ensure the most current certificate is selected



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).

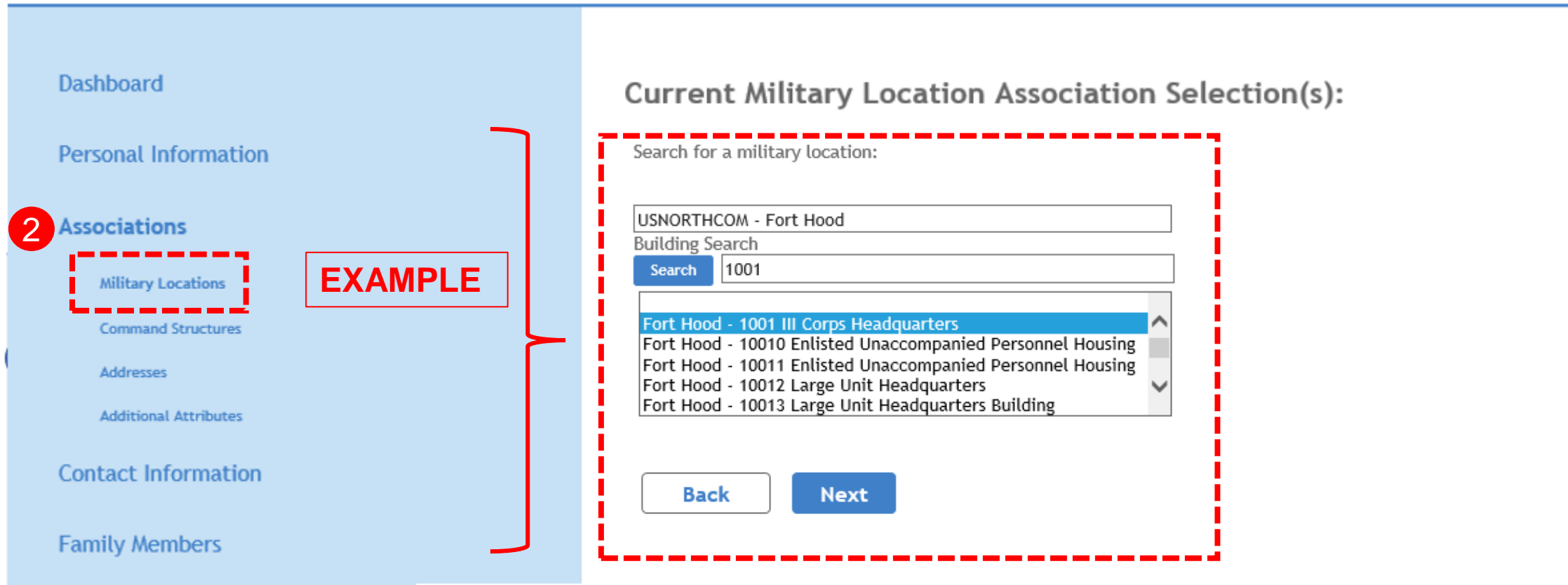


The screenshot displays the 'Client Account Dashboard' interface. On the left is a navigation menu with the following items: 'Dashboard', 'Personal Information', 'Associations', 'Contact Information', and 'Family Members'. The 'Personal Information' item is highlighted with a red dashed box and a red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

Figure 3. Personal Information



- 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.



**2** Associations

Dashboard

Personal Information

**2** Associations

- Military Locations
- Command Structures
- Addresses
- Additional Attributes

Contact Information

Family Members

**EXAMPLE**

Current Military Location Association Selection(s):

Search for a military location:

USNORTHCOM - Fort Hood

Building Search

Search 1001

- Fort Hood - 1001 III Corps Headquarters
- Fort Hood - 10010 Enlisted Unaccompanied Personnel Housing
- Fort Hood - 10011 Enlisted Unaccompanied Personnel Housing
- Fort Hood - 10012 Large Unit Headquarters
- Fort Hood - 10013 Large Unit Headquarters Building

Back Next

Figure 4. Military Location





- 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.

The screenshot shows a navigation menu on the left with the following items: Dashboard, Personal Information, **2 Associations**, Military Locations, **Command Structures** (highlighted with a red dashed box and labeled 'EXAMPLE'), Addresses, Additional Attributes, Contact Information, and Family Members. The main content area shows a search for a command structure. The search input field contains 'woj' and has a red arrow pointing to it with the text 'Enter UIC or Command Name'. Below the search field is a list of command structures:

- "COMMANDER, SUBMARINE GROUP TWO" (N0010A)
- 0000 DET 7 MOLESWORTH (EUCOM JAC) (W8YA08)
- 0002 MI BN BMID GRAFENWOHR (WBVDBN)
- 0002 MI BN BMID GRAFENWOHR (WBVDT8)
- 0002 MI BN GRAFENWOEHR (WBVDA5)
- 0002 MI BN GRAFENWOER FO (WBVDA3)
- 0308 MI BN AUG FT LVWORTH (WDKV76)
- 100TH MPU, TEAM E (WOODWIND) (WWTDE1)
- 102D SIGNAL BATTALION HHD GRAPHENWOEHR (WCD919)
- 173D ABN BCT AUG - GRAFENWOEHR (WARJ9A)
- 191ST MPU, TM E (WOODWIND) (WWTGE1)
- 198TH MPU, TM E (WOODWIND) (WWTAE1)

At the bottom of the search results are two buttons: 'Back' and 'Next'.

Figure 5. Command Structure



- 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

Figure 6. Address



- 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

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

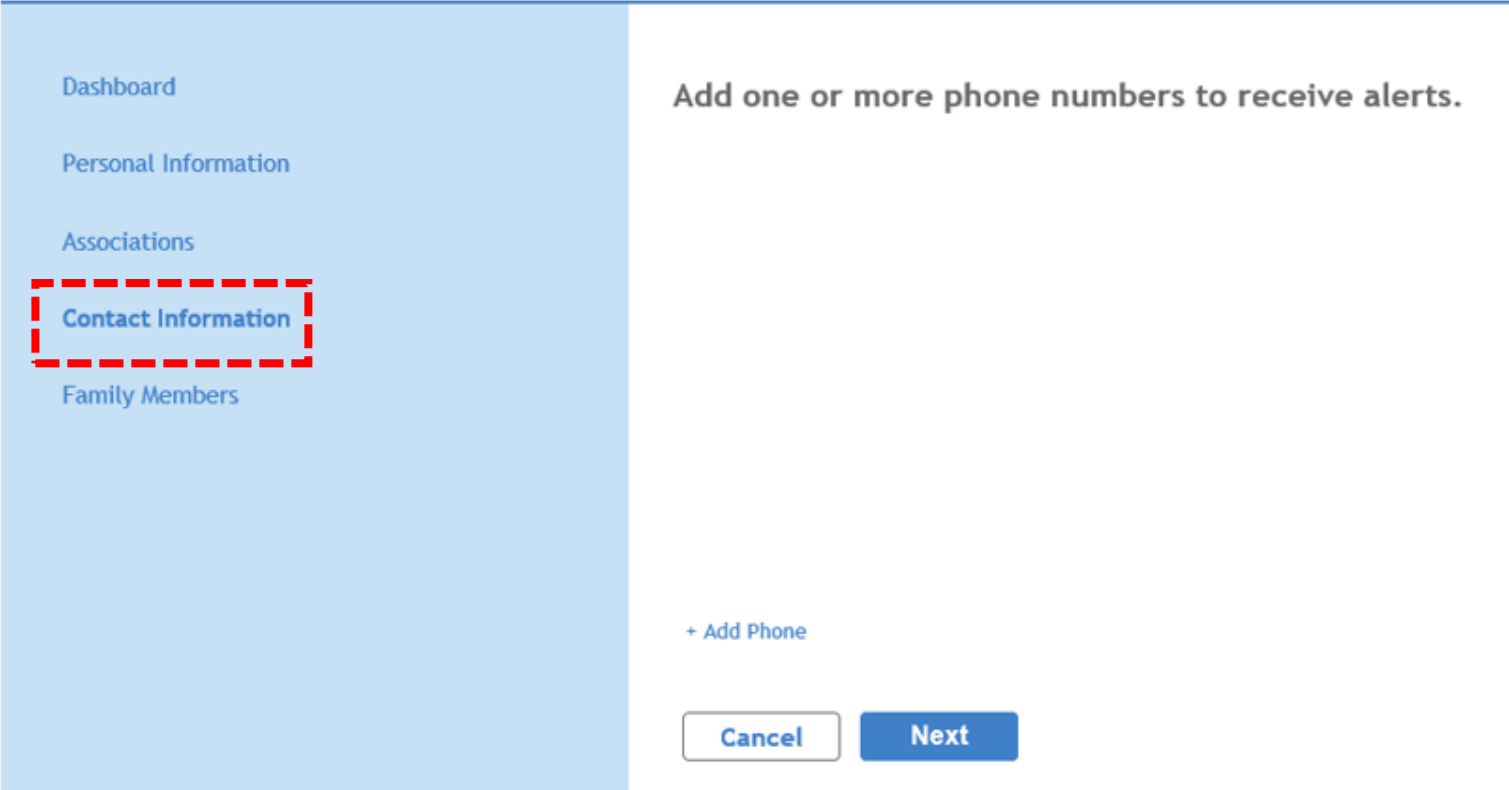
Select appropriate attribute

Figure 7. Additional Attributes





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



**Client Account Dashboard**

- Dashboard
- Personal Information
- Associations
- Contact Information**
- Family Members

Add one or more phone numbers to receive alerts.

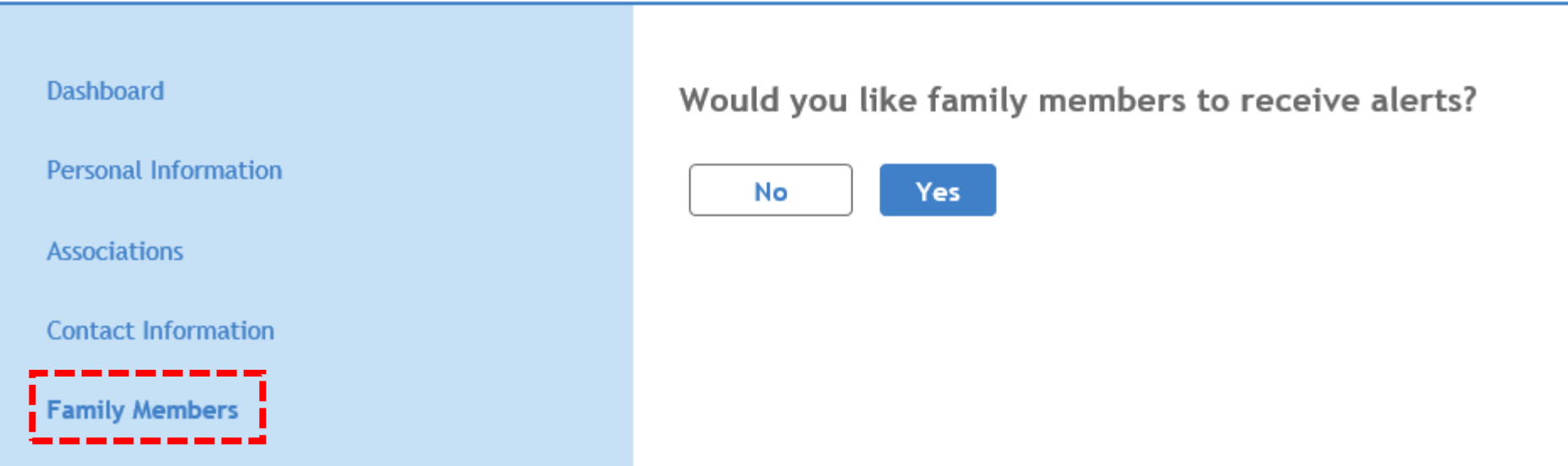
+ Add Phone

Cancel Next

Figure 8. Contact Information



- 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**

- Dashboard
- Personal Information
- Associations
- Contact Information
- Family Members**

Would you like family members to receive alerts?

Figure 9. Family Members



# Point of Contacts

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

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

