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

Client Profile / Account Update Procedures

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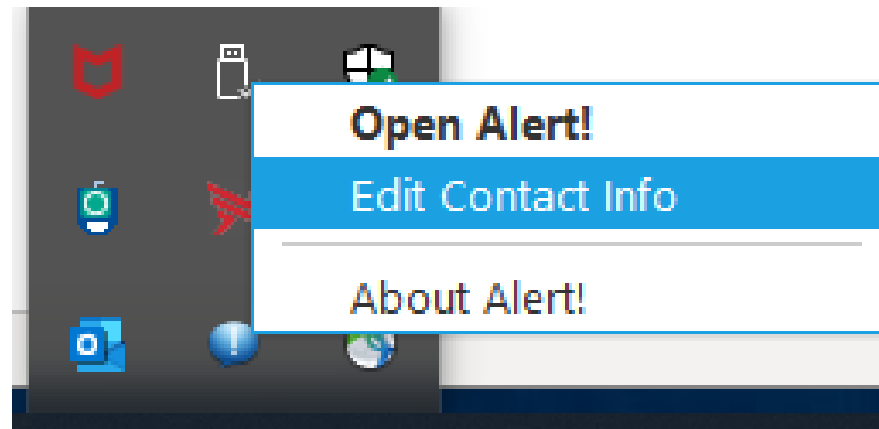

Figure 1. Client Registration

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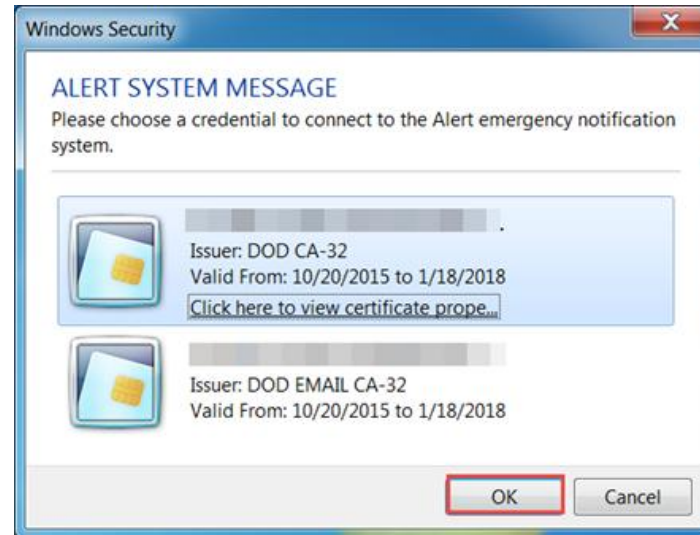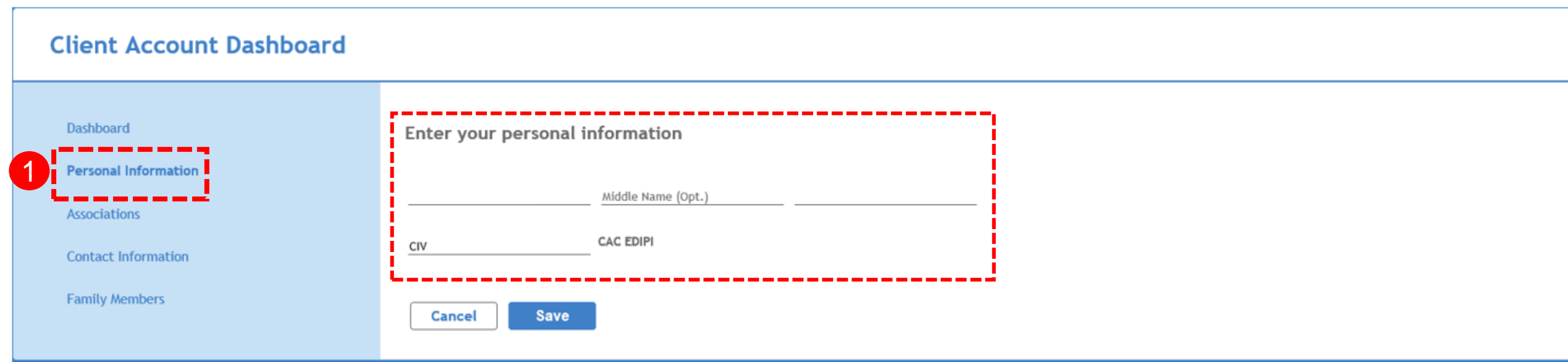

Figure 2. Windows Security Alert! System Message
NOTE: Ensure the most current certificate is selected

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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).
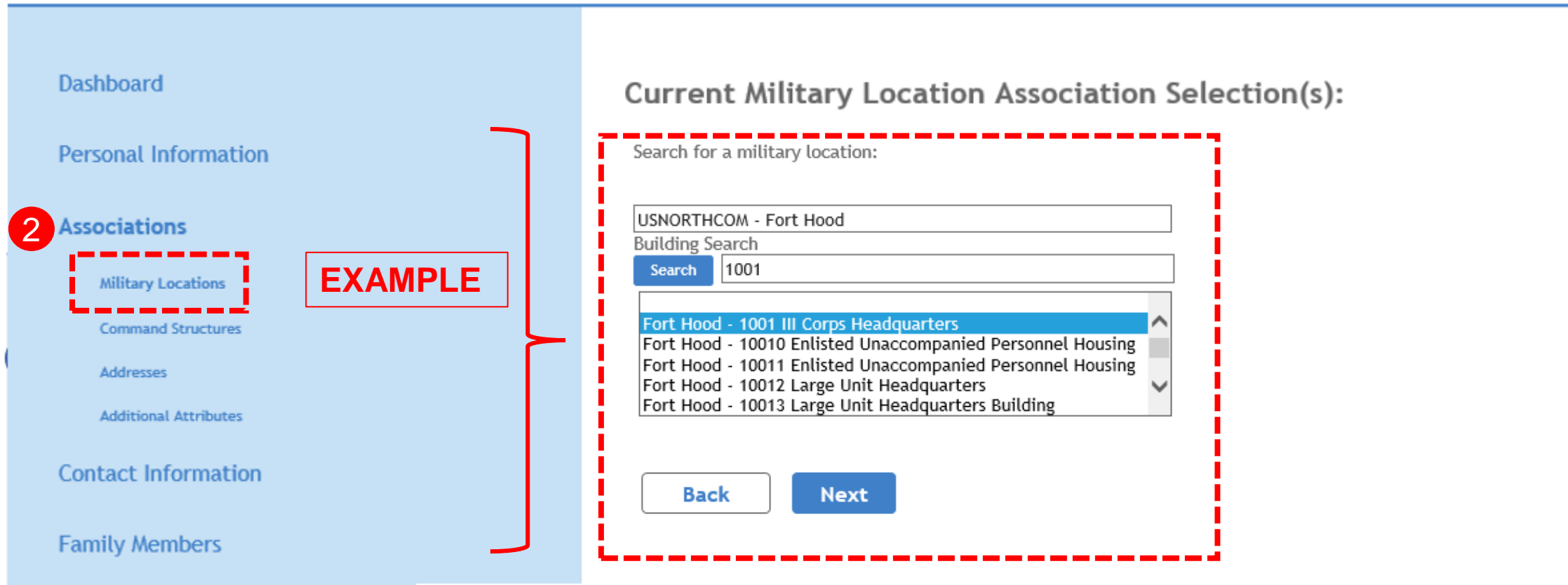

Figure 3. Personal Information

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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.

Figure 4. Military Location

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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.

Figure 5. Command Structure

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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.

Figure 6. Address

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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**.
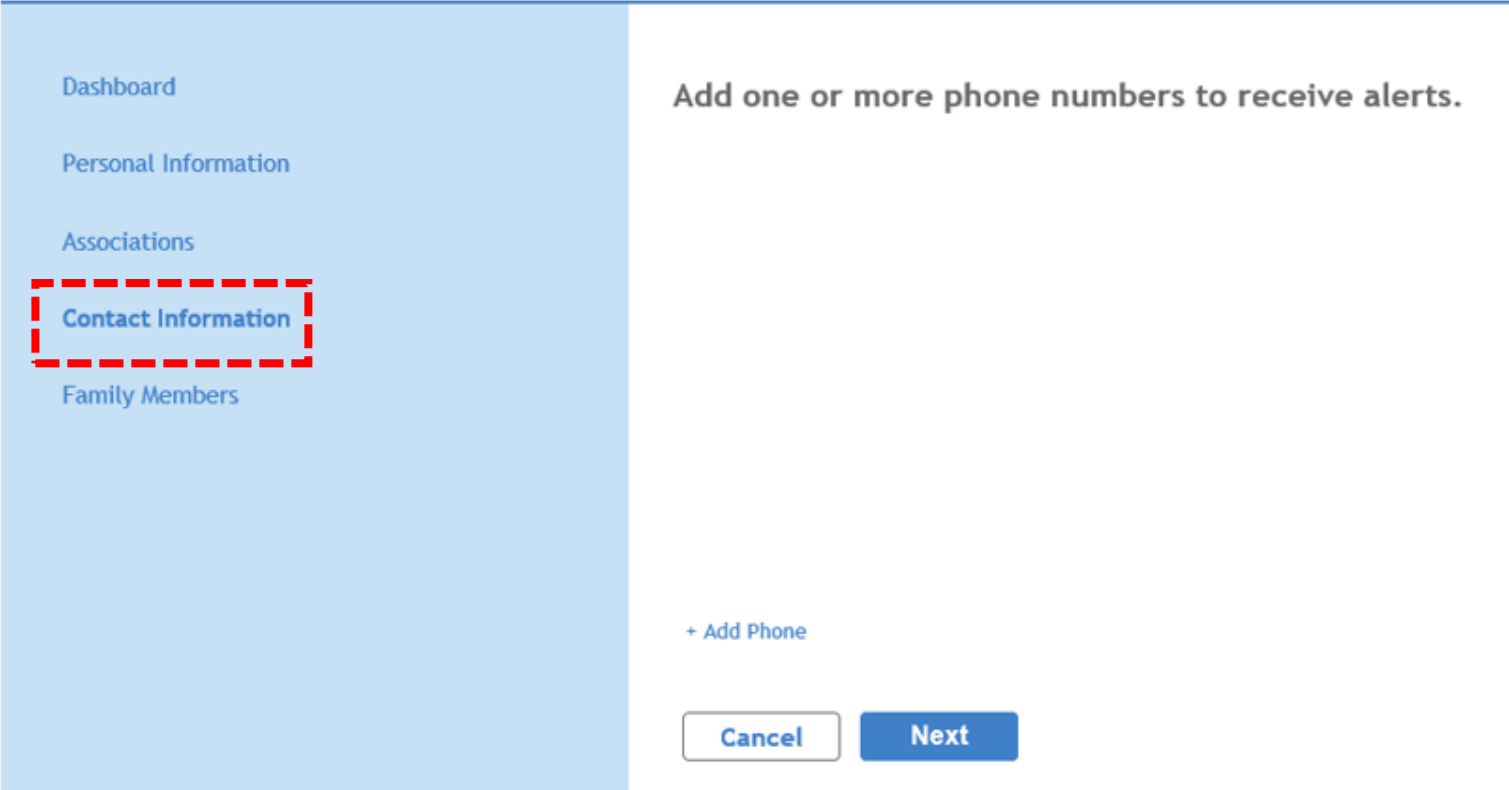

Select appropriate attribute

Figure 7. Additional Attributes

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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.
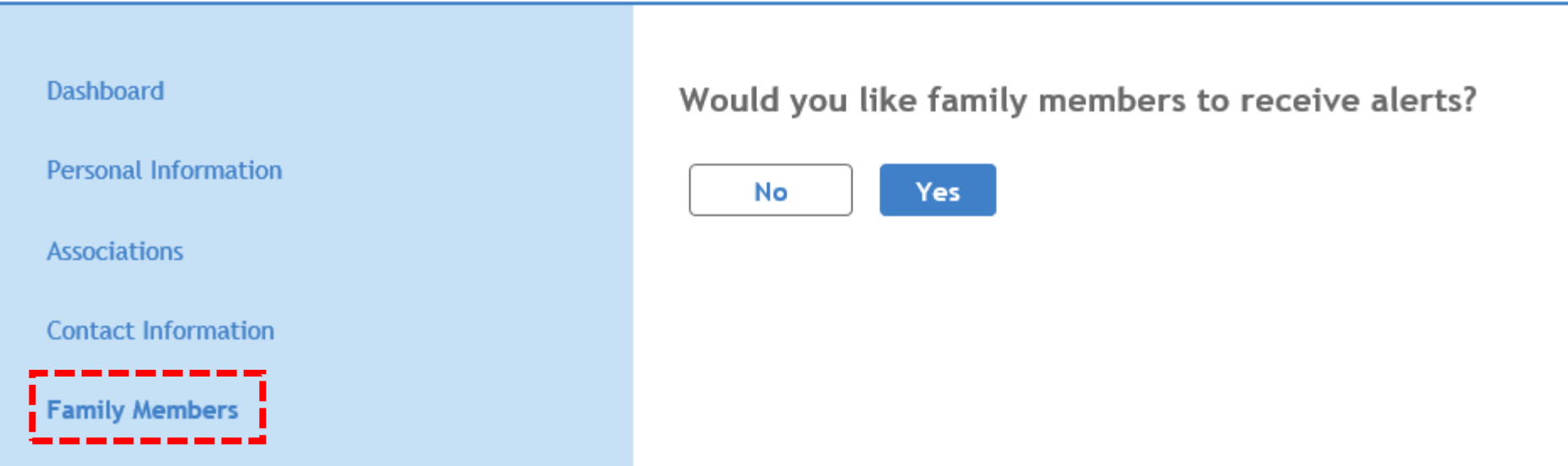

Figure 8. Contact Information

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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

4 Family Members

Would you like family members to receive alerts?

No   Yes

Figure 9. Family Members

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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