

## ALERT SUPPORT

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### **E-Mail**

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(Powidz Military Community)



## **United States Army Garrison Poland**

"The Army's Home on  
the Eastern Flank"



## AMERICA'S ARMY

GLOBALLY RESPONSIVE,  
REGIONALLY ENGAGED

## **ALERT!**

## **Mass Warning Notification System Quick Reference Guide**



# ALERT!

## Self Registration Guide

### 1. Login to Self Registration

(CAC Holders) <https://alert.csd.disa.mil/>

### 2. Add Personal Information:

First and Last Names are required fields. CAC IDIPI will populate automatically. Rank & Middle Name is optional.

#### Personal Information

First Name \*  Middle Name  Last Name \*

Rank  CAC EDIPI   
e.g: 1234567890

### 3. Add Contact Methods:

#### Contact Methods

##### Phone Numbers

**Do NOT enter DSN numbers.**

Phone Number \*  Extension   
Usage ☐ Work ☐ Type ☐ Landline ☐ SMS ☐

##### Email Addresses

Email Address \*  Usage ☐ Work

**NOTE: You must add at least one duty hour and one after duty hour phone number and one email address. You can add up to 10 phone numbers (format, +48-123456789 or 012-345-6789 U.S.) and up to 10 email addresses.**

Per DoDI 6055.17 Section 5.5 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), e-mail addresses, home address, etc., are entered into the system and updated/verified every 90 days to remain current and accurate.

### 4. Add Associations:

Search for a military location:



- Edit Military Location & Command Structure
  - Location – Type 'USAG Poland'
  - FOS – Select all that apply
  - Command – Type 'W0JQAA' (USAG PL), 'WAT6PL' (V Corps FWD), 'W6E688' (MK), and/or 'W6E689' (NSTA)
- (Optional) Add Start/Stop Dates
- Click Add

**NOTE: You must have at least one non-dated association in order for your record to be saved. If you have multiple associations, add each separately.**

Additional attributes should only be selected when your Emergency Manager/Command has instructed you to do so.

**Save all work when prompted.**

**If you work at a standalone facility please check the box at the bottom of the Add Address window.**

## Alert! FAQs

Q. What does Alert! use my information for?

A. Alert! stores your information for alerting purposes only.

Q. How many times does the system call per notification?

A. By default the system will contact you 3x unless a confirmation has been acknowledged. It is possible you have may confirmed through another method (EX: Email) and will still receive a phone call if that call was already sent.

Q. I am getting an error that says unable to save client record, or registration was unsuccessful what should I do?

A. Make sure that you have completed all of the mandatory fields: First Name, Last Name, valid phone number, email address and one non-dated association. If you are unable to find your military location please contact the help desk and they will be happy to assist.

Q. What do I do if I share a work phone?

A. If you share a work number ensure you check the "Shared Number" in Contact Methods box..

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**Help Desk Phone 866-515-0551**