



Fort Riley Emergency Management Office
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Alert! MWNS 24/7 Service Desk

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Login to the Alert!

Navigate to <https://alert.csd.disa.mil>. Select the “DoD and All Service” icon in the center of the page.

Client Account Dashboard

Click edit  [Edit](#) to modify the section of your choosing.

***Warning:** When updating your profile, you must click on the “Save” button to save the changes you have made. If you do not click “Save” the changes will not be saved.

Associations

Military Location

1. If you have a Military Location to update, please click on “Remove” on the old location to remove it from the list.
2. If you have a Military Location to add. Click on Yes and search for your current Location then click “Next”.

Client Account Dashboard

Dashboard

Personal Information

Associations

Military Locations

Command Structures

Addresses

Additional Attributes

Contact Information

Family Members

Current Military Location Association Selection(s):

Do you have another military location to add?

Client Account Dashboard

Dashboard

Personal Information

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Search for a military location:

NAVBASE Point Loma - SSCPAC Alert Test

Building Search

Search | Enter Building Name or Number

3. If you know the dates you will be leaving the installation, select “Yes”. Select “No” to skip to Organization Structures.

***Warning:** You will have to have at least **one** Association without a start/end date on your Alert! profile to use this option.

Client Account Dashboard

Dashboard

Personal Information

Associations

Military Locations

Command Structures

Addresses

Additional Attributes

You have selected:

NAVBASE Point Loma - SSCPAC Alert Test (loc)

Do you know when you will no longer be at this location?

- Select your Start Date and End Date. (Association automatically removed from profile after the End Date).

The screenshot shows the ALERT Client Account Dashboard. On the left is a navigation menu with options: Dashboard, Personal Information, Associations, Military Locations, Command Structures, Addresses, Additional Attributes, and Contact Information. The main content area has the heading "Client Account Dashboard" and a sub-heading "Enter the dates you will arrive at and depart from this Location:". Below this are two input fields for "Start Date" and "End Date", both highlighted with red boxes. A calendar widget is displayed below the input fields, showing March and April 2021. The date 25 in March is highlighted in yellow.

Command Structure/UIC

- If you have an Organization to update please click on "Remove" on the old location to remove it from the list.
- Once removed click on "Yes" to add your current Organization, click "No" if you do not have an Organization to add.

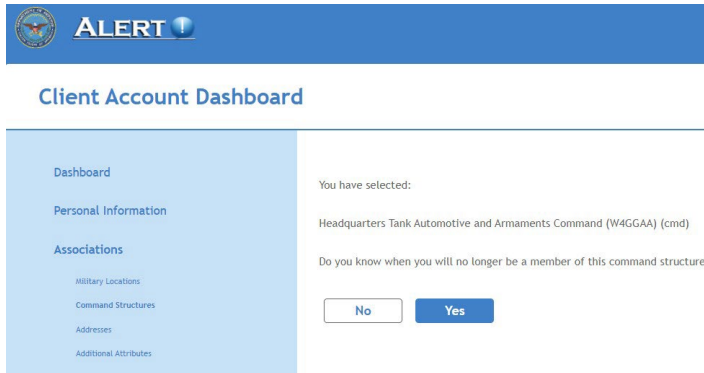
The screenshot shows the ALERT Client Account Dashboard with the "Associations" menu item selected. The main content area is titled "Current Command Structure Association Selection(s):" and lists two associations: "Headquarters Tank Automotive and Armaments Command (W4GGAA) (cmd)" and "459 AIR REFUELING WG FFLH50 (FFLH50) (cmd)". Each association has a "Remove" button next to it. Below the list is a question: "Do you have another military organization to add?" with "No" and "Yes" buttons.

This screenshot is similar to the previous one, but the "Yes" button for the question "Do you have another military organization to add?" is highlighted in blue, indicating it has been selected.

- In the search field, type the UIC, select your Command from the list, then select "Next".

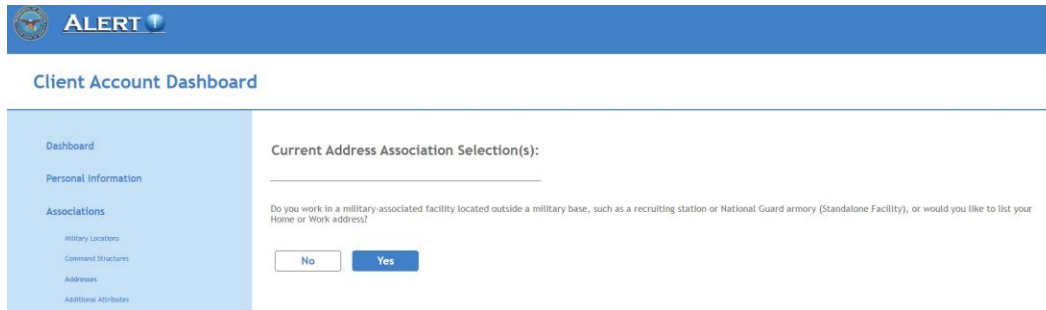
The screenshot shows the ALERT Client Account Dashboard with the "Command Structures" menu item selected. The main content area has the heading "Client Account Dashboard" and a sub-heading "Search for a command structure:". Below this is a search input field containing the text "Headquarters Tank Automotive and Armaments Command (W4GGAA)". Below the search field are "Back" and "Next" buttons.

- If you know the dates you will be leaving the Organization, select “Yes”. Select “No” to skip to Addresses. (Follow the previous steps to add Start Date and End Date)

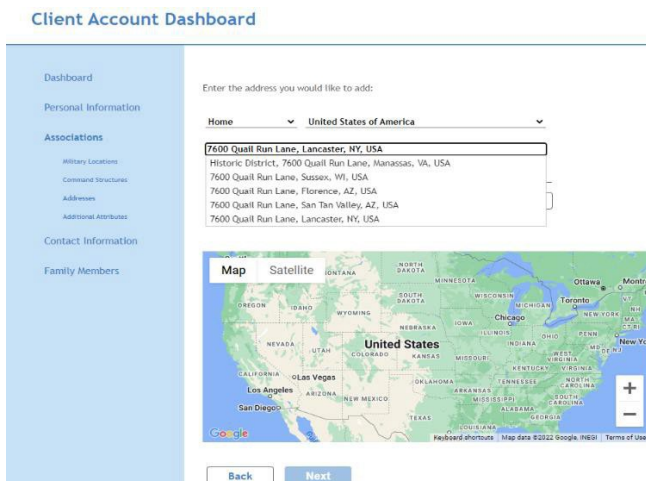


Addresses

- If you have an address to update please click on “Remove” to remove your old address.
- If you would like to add a new physical address, select “Yes”. Select “No” to skip to Additional Attributes.

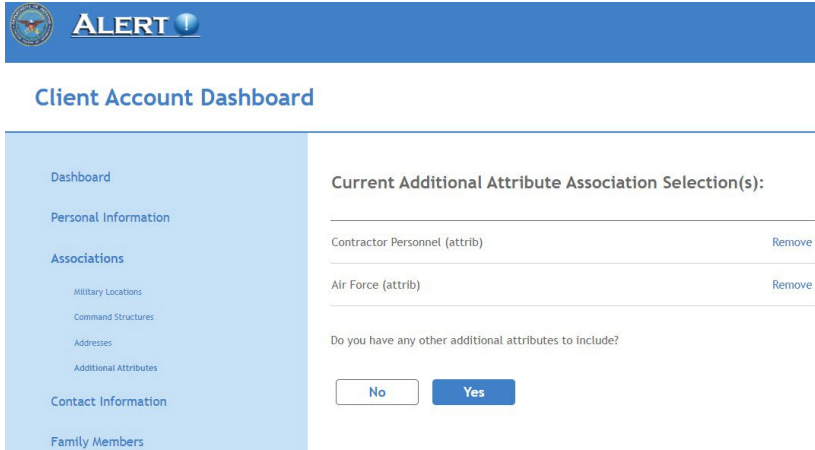


- Select Home or Work, your Country, then enter your physical address in their respective fields, then select from the drop down of your physical address. Once selected click on “Next” add the address. Select “No” to go to next section. (Select “Standalone” facility if your work location is physically located outside of a military base)



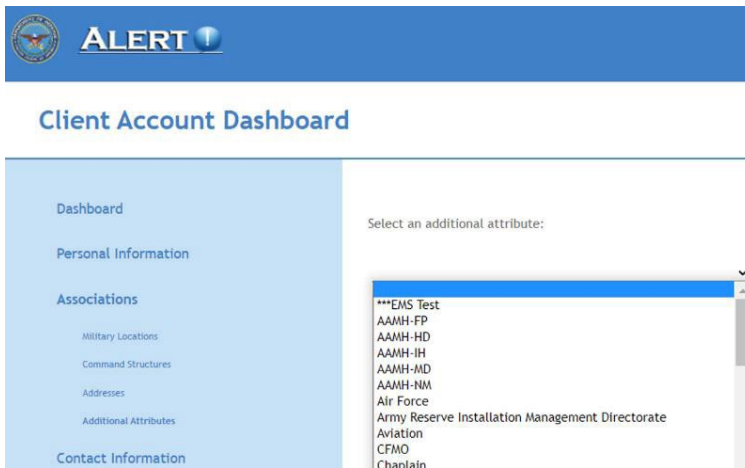
Additional Attributes

1. If you have an Additional Attribute to update please click on “Remove” to remove your Attributes.
2. If you would like to add Additional Attributes to your Client profile, select “Yes”. Select “No” to view and save the updates you have made.



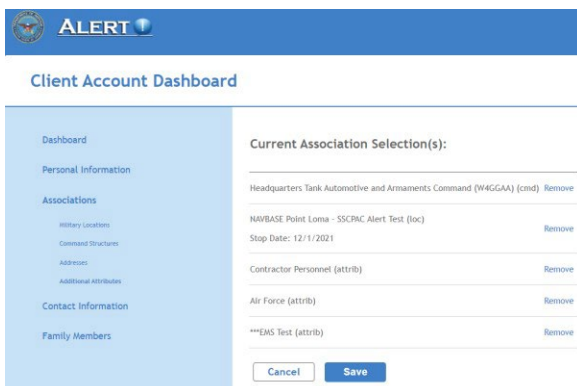
The screenshot shows the ALERT Client Account Dashboard. On the left is a navigation menu with options: Dashboard, Personal Information, Associations, Military Locations, Command Structures, Addresses, Additional Attributes, Contact Information, and Family Members. The main content area is titled 'Current Additional Attribute Association Selection(s):'. It contains a table with two rows: 'Contractor Personnel (attrib)' and 'Air Force (attrib)', each with a 'Remove' link. Below the table is the question 'Do you have any other additional attributes to include?' with 'No' and 'Yes' buttons.

3. Select the dropdown menu to choose an Additional Attribute from the list, then select “Next”. If you need to add multiple Additional Attributes, follow the same steps.



The screenshot shows the ALERT Client Account Dashboard. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Select an additional attribute:'. A dropdown menu is open, displaying a list of attributes: ***EMS Test, AAMH-FP, AAMH-HD, AAMH-IH, AAMH-MD, AAMH-NM, Air Force, Army Reserve Installation Management Directorate, Aviation, CFMO, and Chaplain.

4. Select “Save” to save your Associations.

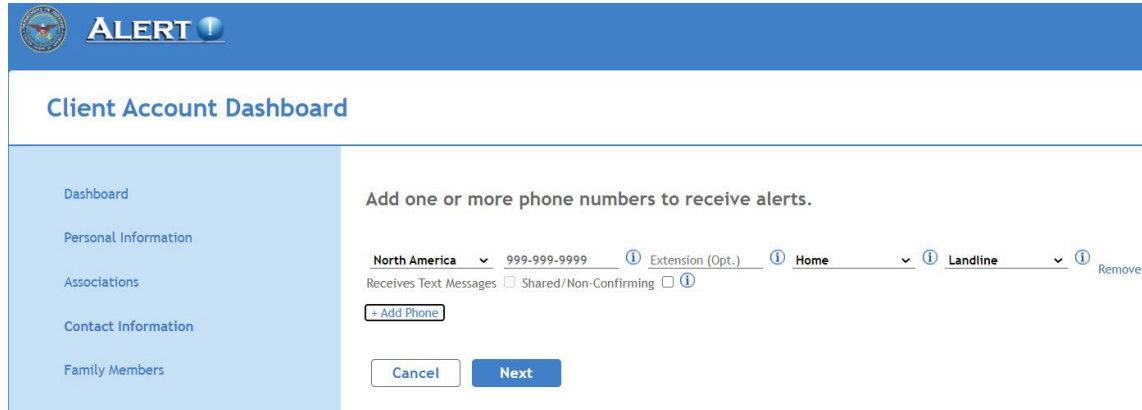


The screenshot shows the ALERT Client Account Dashboard. The navigation menu is the same. The main content area is titled 'Current Association Selection(s):'. It contains a table with five rows: 'Headquarters Tank Automotive and Armaments Command (W4GGAA) (cmd)', 'NAVBASE Point Loma - SSCPIC Alert Test (loc)', 'Stop Date: 12/1/2021', 'Contractor Personnel (attrib)', and 'Air Force (attrib)'. Each row has a 'Remove' link. At the bottom of the table is a row for '***EMS Test (attrib)' with a 'Remove' link. Below the table are 'Cancel' and 'Save' buttons.

Contact Information

(Phone/SMS)

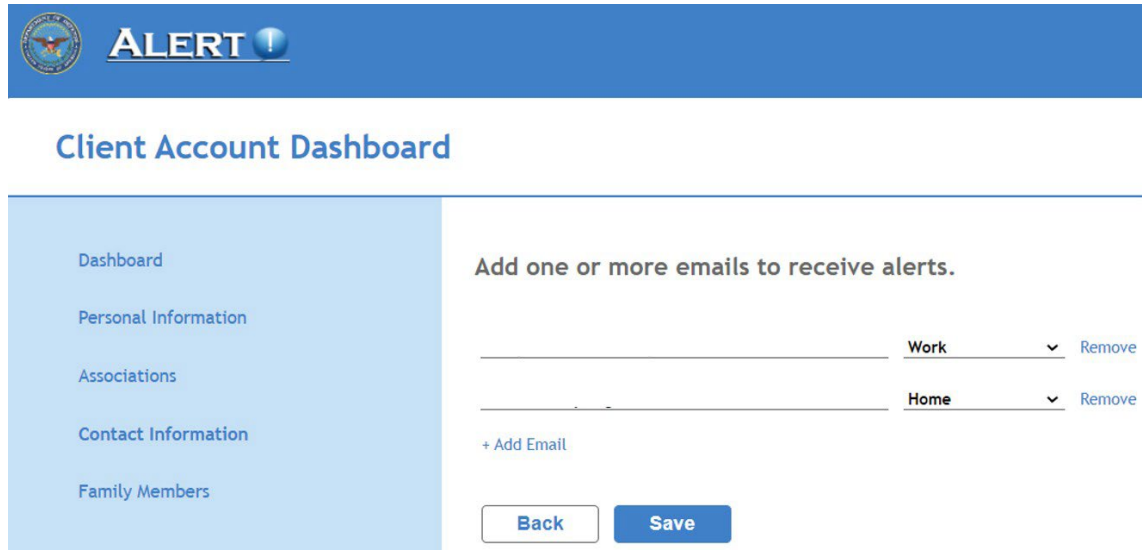
1. Choose the Country then enter the phone number(s) into their respective fields.
(Make sure to follow the proper phone number format)
2. To receive SMS/Text notifications, check the box next to "Receives Text Messages".
3. If you share a phone number with a colleague or family member, check the box next to "Shared/Non-Confirming".



The screenshot shows the ALERT Client Account Dashboard. On the left is a navigation menu with options: Dashboard, Personal Information, Associations, Contact Information, and Family Members. The main content area is titled "Add one or more phone numbers to receive alerts." It features a form with a country dropdown set to "North America", a phone number field containing "999-999-9999", and optional fields for "Extension (Opt.)", "Home", and "Landline". There are checkboxes for "Receives Text Messages" and "Shared/Non-Confirming". A "+ Add Phone" button is present, along with "Cancel" and "Next" buttons at the bottom.

Contact Information (Emails)

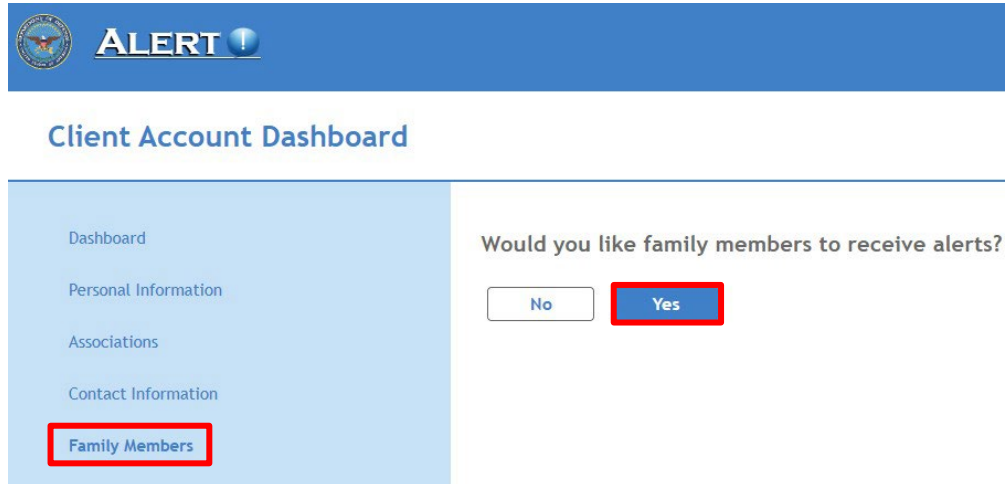
1. Choose the Email type (Work/Home) then enter the Email address in the respective field, then select "Save".



The screenshot shows the ALERT Client Account Dashboard. On the left is a navigation menu with options: Dashboard, Personal Information, Associations, Contact Information, and Family Members. The main content area is titled "Add one or more emails to receive alerts." It features two email input fields. The first field has a dropdown menu set to "Work" and a "Remove" link. The second field has a dropdown menu set to "Home" and a "Remove" link. A "+ Add Email" button is present, along with "Back" and "Save" buttons at the bottom.

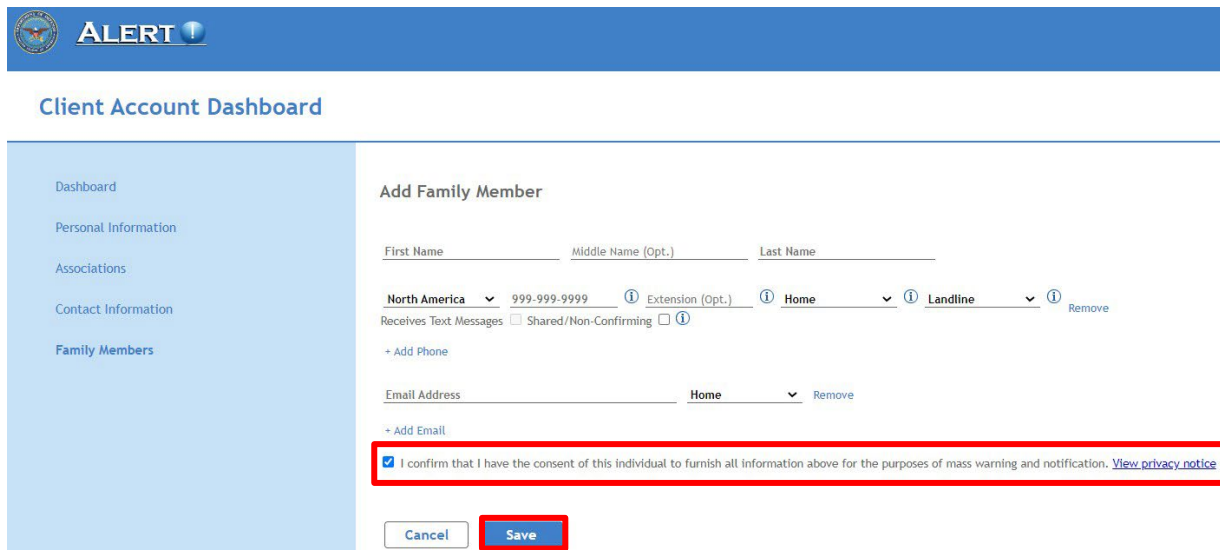
Family Members

1. If you would like your family members to receive the same notifications as the primary account, select the “Family Members” link on the left of the Client Account Dashboard. Select “Yes” to add your family member’s contact information.



The screenshot shows the ALERT Client Account Dashboard. On the left sidebar, the 'Family Members' link is highlighted with a red box. The main content area displays the question 'Would you like family members to receive alerts?' with two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box.

2. Enter your family member’s contact information (Phones/emails) and check the box at the bottom of the page, then select Save.



The screenshot shows the ALERT Client Account Dashboard with the 'Add Family Member' form. The 'Family Members' link in the sidebar is highlighted with a red box. The form includes fields for First Name, Middle Name (Opt.), and Last Name. Below these are phone number fields for Home and Landline, each with a dropdown menu and a 'Remove' button. There are also checkboxes for 'Receives Text Messages' and 'Shared/Non-Confirming'. At the bottom of the form, a checkbox is checked, and the text reads: 'I confirm that I have the consent of this individual to furnish all information above for the purposes of mass warning and notification. [View privacy notice](#)'. The 'Save' button is highlighted with a red box.