

ALERT! Emergency Notification System

Register, Update or add Family Members to your ALERT! account

For assistance contact the **ALERT! HELP DESK: 1-866-515-0551**



1 Find the **ALERT!** Icon in the System Tray or go to <https://alert.csd.disa.mil>
 • Right click on icon / Select "Edit Contact Info" / Select Certificate & Enter Pin / Select "I Agree"

Client

* indicates required fields

Personal Information

First Name* Middle Name Last Name*

Rank CAC EDIPI

Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number* Extension

Usage Type Receive SMS Shared Number

Phone Number* Extension

Usage Type Receive SMS Shared Number

Phone Number* Extension

Usage Type Receive SMS Shared Number

Add Phone

Email Addresses

Email Address* Usage

Email Address* Usage

Email Address* Usage

Add Email

Associations *

Description	Dates
Military Location: Army / USNORTHCOM / Fort Riley / 580 1st Division Headquarters	<input type="button" value="Remove"/>
Work Address: 580 1st Infantry Division Rd, Fort Riley, KS 66442 United States of America	<input type="button" value="Remove"/>

2 **Personal Information: First / Last Name**
 CAC EDIPI will self-populate

3 **Enter Phone Number**

- From "Usage" Select Home or Work
- From "Type" Select:
 Cell / Landline / Text-Only / TTY
- Landline: Standard hard wired phone
- Cell: Phone Call Message
- Cell + Receive SMS: Phone Call Message and Text Message
- Text-Only: Text Message Only
 (Cannot share Text-Only messages)

Add Additional Phone Numbers

- Click "Add Phone" to sign-up additional family phone numbers
- Check **SHARED NUMBER** for all additional phone numbers listed or notifications will stop with first acknowledged phone notification

4 **Add Email Addresses**

- Enter Work Email
- Click "Add Email" to sign-up additional home and family email addresses

5 **Add Military Location**

- Select Service "ARMY"
- Select Region "USNORTHCOM"
- Select Installation "Fort Riley"
- No Entry for Subinstallation
- Select or Type In Bldg Number

6 **Add Command Structure**

- Your Directorate / Agency / Unit Organization UIC Only (No Names)

7 **Add Address (Select Work or Home)**

- Enter address

8 **Add Additional Attributes (N/A)**

9 **Select "SAVE" Update complete**