

# 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"

2

**Client**

\* indicates required fields

**Personal Information**

First Name\*  Middle Name  Last Name\*

Rank  CAC EDIPI

• **Must include a minimum of one phone number and one email address.**  
 • **One of these must be an after-duty hours contact.**

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 / Phone Call Message  
 • Cell: Phone Call Message  
 • Cell + Receive SMS: Phone Call Message and Text Message  
 • Text-Only: Text Message Only  
 (\*Cannot share Text Only messages)

3

**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**

4

**Add Additional Phone Numbers**

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

4

Email Addresses

Email Address\*  Usage  **Remove**

Email Address\*  Usage  **Remove**

Email Address\*  Usage  **Remove**

**Add Email**

5

**Add Email Addresses**

- Select Home or Work
- Click "Add Email" to sign-up additional email addresses

6

**Add Military Location**

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

7

**Add Command Structure**

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

8

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

- Enter address

9

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

**Select "SAVE" Update complete**

**Associations \* (1)**

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

**Add Military Location** **Add Command Structure** **Add Address** **Add Additional Attributes**

9

**Save** **Cancel**