



Figure 2. Option to Postpone Client Registration.

Step 2. Click **Postpone** if time is needed to gather information before registering.

NOTE

ALERT! CLIENT REGISTRATION will only allow postponement for a duration determined by the command. i.e 72hrs. After that a client may not postpone and will be required to register.

Step 3. **Windows Security ALERT! SYSTEM MESSAGE** dialog displays; select certificate and click **OK**.

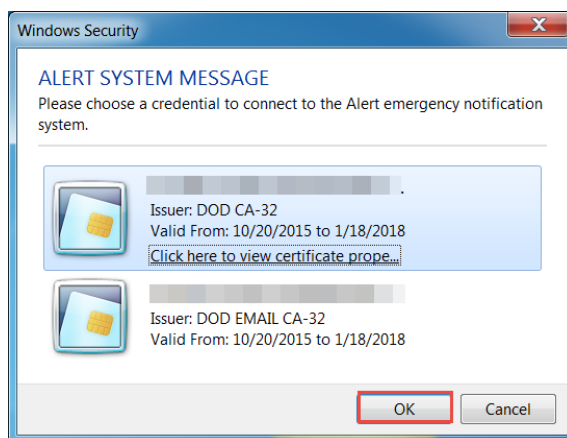


Figure 3. Windows Security Alert! System Message. Dialog

NOTE

Ensure the most current certificate is selected.

Step 4. **USG Warning and Consent Banner** displays.

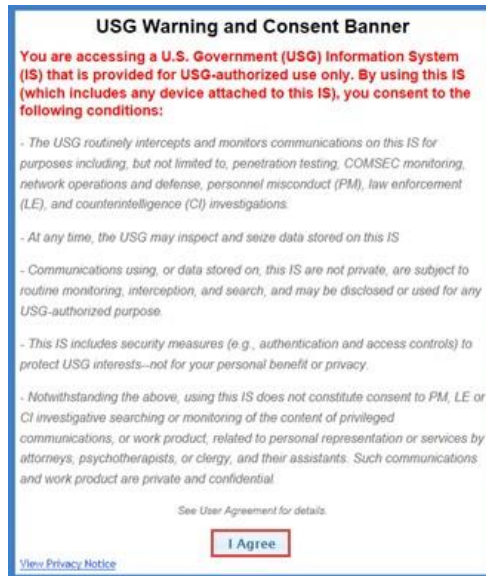


Figure 4. USG Warning and Consent Banner.

Step 5. Click **I Agree**; **Create Client** page displays.

Figure 5. Create Client Page (Example).

2.1.1 Create Client Page

The **Create Client** page contains three sections: **Personal Information**, **Contact Methods**, and **Associations**.

1 Personal Information: Enter **First Name** and **Last Name** (required); optional, enter **Middle Name** and **Rank**; **CAC EDIPI** auto-fills from the inserted CAC).

2 Contact Methods:

Phone Numbers (see Section 2.1.2 for detailed phone information):

In textbox, enter 10-digit phone number (e.g., xxx-xxx-xxxx)
RUIRUIWUHUQWRQORREHUWUH
WUFRWUFRGH .

The screenshot shows a dialog box titled "Add Military Location". It features a blue header bar with a close button. The main area contains four dropdown menus: "Service" (highlighted in blue), "Region", "Installation", and "Subinstallation". Below these is a "Building Filter" section with a "Filter For:" label and a text input field containing "Select Installation". Underneath is a large empty text area. At the bottom, there is an "Optional" section with a grey background, containing "Start Date" and "Stop Date" text labels and corresponding input fields. At the very bottom are "Add" and "Cancel" buttons.

Figure 6. Add Military Location Dialog.

- Starting with **Service**, use drop-down menus to select **Region**, and **Installation** (**Sub installation** optional).
- **Building Filter** can be used to search for a building.
- **Start Date** and **Stop Date** are optional and can be used to enter start/stop dates for **Military Location**; start/stop date can be used to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).
- Click **Add**.

Add Command Structure

- Click **Add Command Structure** button; **Add Command Structure** dialog displays.

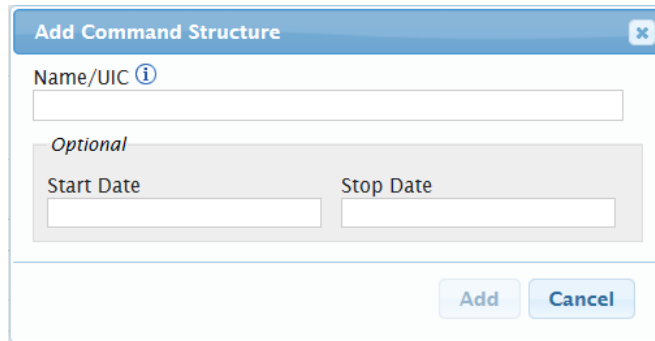


Figure 7. Add Command Structure Dialog.

- Enter **Name** or **Unique Identification Code**; start typing command name or UIC and select from list.
- **Start Date** and **Stop Date** are optional and can be used to enter start/stop dates for **Command Structure**; start date can be to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).
- Click **Add** or **Cancel**.

Add Address

- Click **Add Address** button; **Add Address** dialog displays.

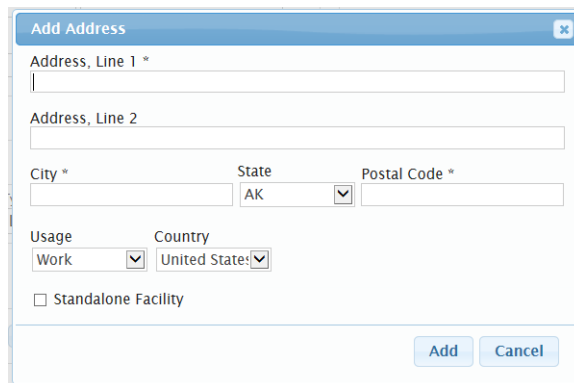


Figure 8. Add Address Dialog.

- Complete the address information (textboxes with asterisks (*) are mandatory).
- Check **Standalone Facility** for off-base locations (e. g., Recruiting Office).
- Click **Add**.

Add Additional Attributes

- Click **Additional Attributes** button; **Add Additional Attributes** dialog displays.

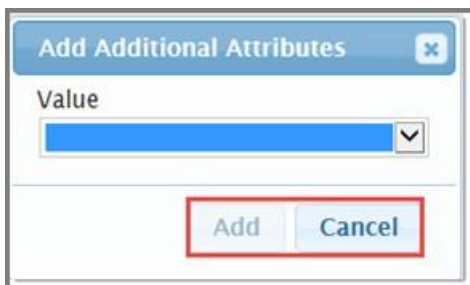
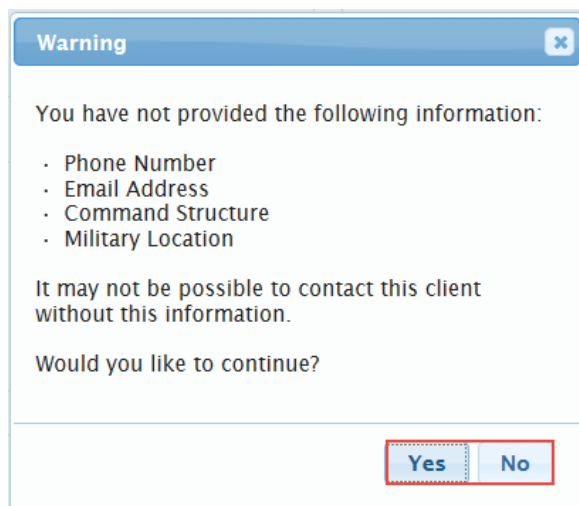


Figure 9. Add Additional Attributes Dialog.

- Select from available **Values**.
- Click **Add**.

NOTE

If **Add Additional Attributes** association is selected without necessary identifying information, the following **Warning** dialog



**displays when client selects the save button.*

Figure 10. Insufficient Information Warning Dialog (Example).

- Click **Yes** to save; click **No** to continue entering association(s).

Step 6. On **Create Client** page (Figure 5), click **Save; Client Information Successfully Created** message displays.

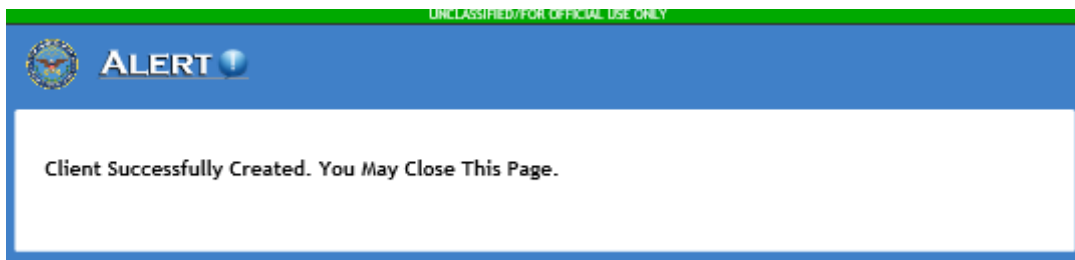


Figure 11. Client Created Message.

Once all information is completed your registration is complete.

MIGRATED CLIENTS FROM PREVIOUS SYSTEM

If you are only asked for CAC PIN that means your information has been migrated and all you have to do is update your information, as needed.

To update your information:

Step 1. In the local taskbar, locate and double-click Alert! icon.

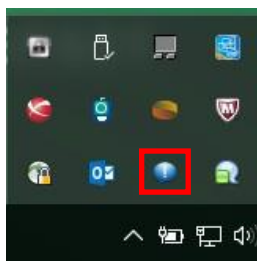


Figure 12. Alert! Icon.

Step 2. Alert! desktop application interface displays; click Edit Client Info it will take client to the Edit client web page (after credential selection and warning banner) .

Step 3. **ALERT! SYSYEM MESSAGE** dialog displays (Figure 3); select certificate and click **OK**.

Step 4. **USG Warning and Consent Banner** displays (Figure 4); **Edit Client** page displays.

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ALERT !

Edit Client

Last Updated: 7/18/2018 11:51:32 AM

Client

* indicates required fields

Personal Information

First Name *	Middle Name	Last Name *
Alert		Test
Rank	CAC EDIPI ?	
Alert Test Client		

Contact Methods

Phone Numbers
Do NOT enter DSN numbers.

Phone Number * ?	Extension ?	
555-555-5555	2,5555	Remove
Usage	Type ?	Receive SMS
Work v	Cell v	<input type="checkbox"/>

[Add Phone](#)

Email Addresses

Email Address *	Usage	
AlertTest@mail.mil	Work v	Remove

[Add Email](#)

Associations ?

Description	Dates	
Military Location: Army / Army CONUS / Fort A.P. Hill		Remove

[Add Military Location](#) [Add Command Structure](#) [Add Address](#) [Add Additional Attributes](#)

[Save](#) [Cancel](#)

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Figure 13. Edit Client Page (Example).

Step 5. Enter edits as desired and click **Save**.

Per DoDI 6055.17, DoD Emergency Management (EM) Program, Section 5.5 states,

“Due to life-safety implications of the information being relayed and the requirement to provide immediate alerts and warnings, 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), email addresses, home address, etc. are entered into the system and regularly updated or verified every 90 days to remain current and accurate.”

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If you have questions regarding the Alert! System or if after migration you have registration issues, please contact the Alert! Helpdesk at **866-515-0551** or via email at **usarmy.detroit.rdecom.mbx.em2p-help-desk@mail.mil**

For further question or concerns contact your installations POC at 548-3008 or via email at **alberto.j.marquez.civ@mail.mil**.

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