Requesting a new Army Law Enforcement Reporting Tracking System (ALERTS) Account

Prior to requesting an ALERTS live or training account you must have a completed DA Form 2875 to digitally upload prior to requesting an account. You may utilize the same completed DA FM 2875 for both a training and live account.

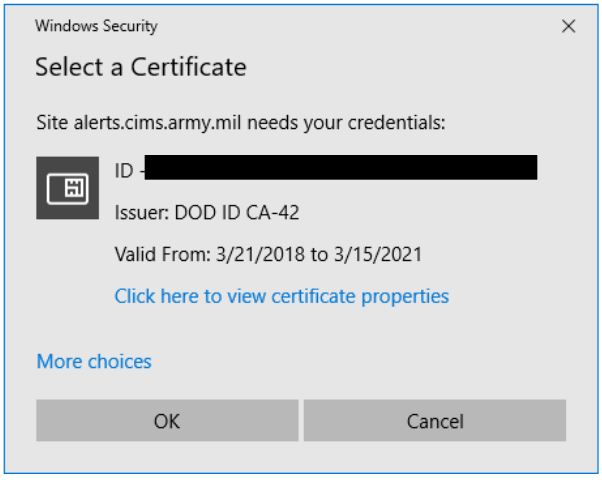
Note: The ALERTS Instructors at FLW cannot get your DA FM 2875 approved, you must complete this prior to arrival

Requesting Access to ALERTS

1. Once you have your completed/signed DA FM 2875 log onto the ALERTS TRAINING website

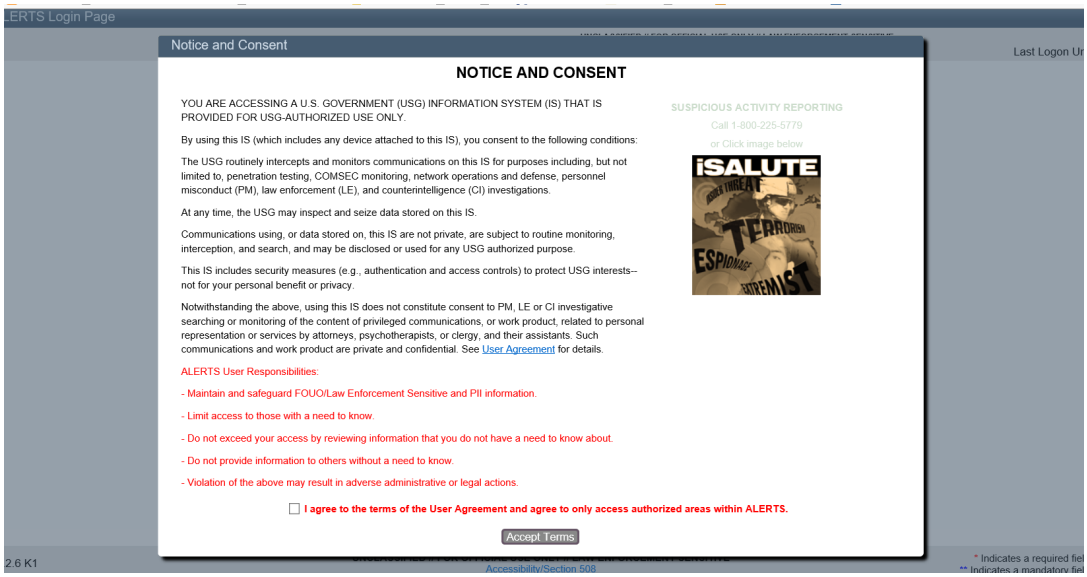
https://alertstrain.cims.army.mil

2. The below window will appear. Select "More choices" and select the DOD EMAIL CA-42 Signature.



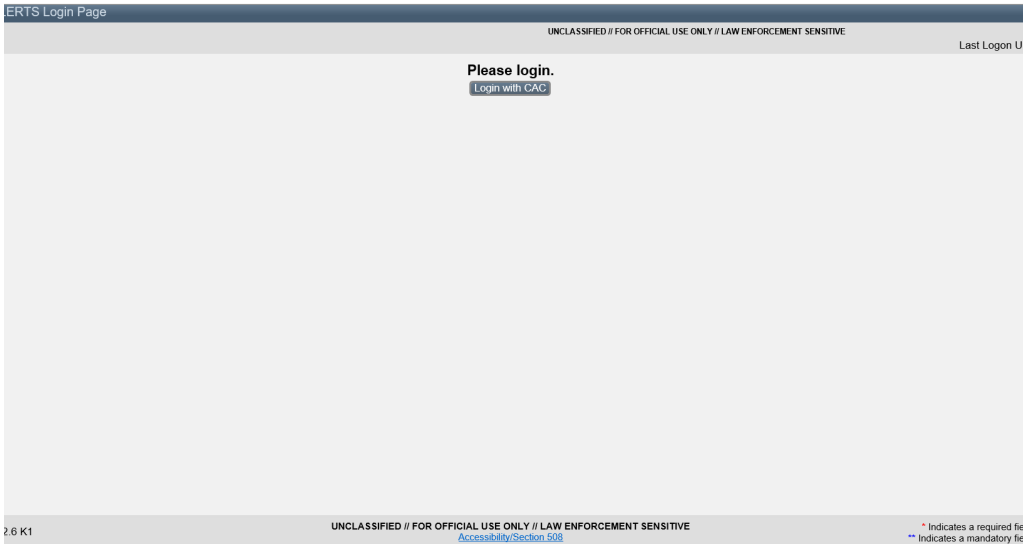
3. Select OK. Enter your CAC PIN

4. The below Screen will appear. Read the Notice and Consent.

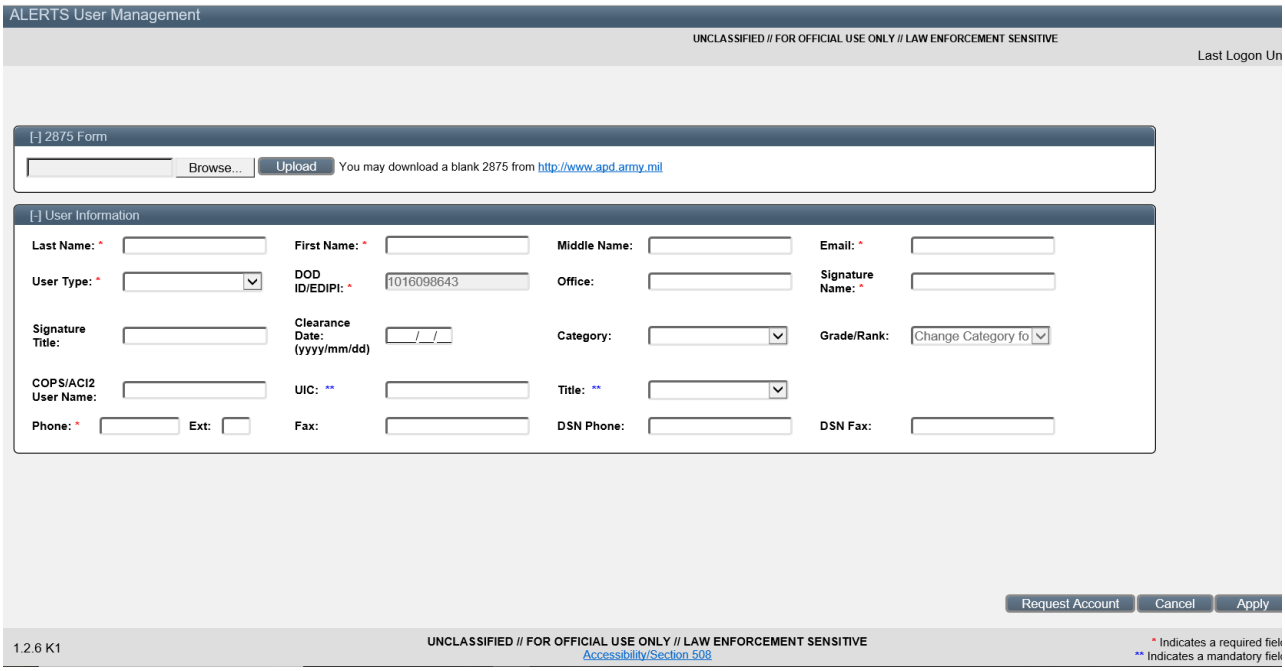


5. Click on the box next to ‘I agree to the terms of the User Aggrement and agree to only access authorized areas within ALERTS.” Click on “Accept Terms”

6. On the next screen click on “Login with CAC”



7. On the next screen complete at a minimum all the required fields marked with a * and ** that have not already been prefilled for you in the [-] User information window.



8. Upload a digital copy of your completed DA FM 2875 by clicking " Browse…". Chose the file on your computer that is the completed DA FM 2875. Click on "open" then Click on "Upload" on the screen.

9. Once you have completed all fields in the User Information and have uploaded your DA FM 2875, click on the "Request Account" button on the bottom right of the screen. If your given the option to choose an installation, one of those installations must be Fort Leonard Wood for training.

10. You should see a screen that your account is pending approval. If you have an ALERTS Administrator located at your home station they will be able to

approve your account. If you do not have an ALERTS administrator, once you arrive for training an ALERTS administrator will approve your account.