ALERTS Training Accounts

Training is an integral part of keeping our forces up to date on regulations, policies, and procedures that effect our current and future operational environments across the entire spectrum as a 21st century Warrior. Academic learning should continue past the schoolhouse environment with on the job and situational training at the Soldier and unit level. This will encourage a reinforcement of lessons and ideas taught in core curriculums at U.S. Army schools.

Additionally, training accounts on web-based systems and databases should be initialized and created at the Initial Entry Training for Soldiers. These accounts should be maintained by local and installation level training officers and administrators once the students have graduated. This allows Soldiers to be life-long learners as well as having local support and points of contact maintain, fix, or create accounts for those who have not attended one of these schools.

1.0 System Authorization

All new users will be required to complete a DD Form 2875 System Authorization Access Request (SAAR) and register for an ALERTS account.

A Common Access Card (CAC) is required to access the ALERTS application and register for an account.

Note: For CID users, DO NOT begin your registration until you have your DD 2875 completed and signed. The completed form must be in PDF format and saved to your local drive.

Note: For MP users, the completed form must be in PDF format, saved to your local drive and then emailed to your Installation's System Administrator for review.

All information contained within ALERTS is restricted by law (5 USC 552a [The Privacy Act]) to those that are authorized to handle criminal justice information. In order to maintain the integrity of this sensitive information it will be accorded proper management and security, and will only be handled by personnel who have been backgrounded for law enforcement work (i.e. LE personnel CID/MP/DACP/Police Admin working for DES/PMO) and who have been trained in the appropriate handling of such sensitive information as required by state and federal law. Activity associated with any aspect of the ALERTS is subject to detailed monitoring and audits of all activity to protect against improper or unauthorized use, access or dissemination of "sensitive information". Unauthorized use, which includes requests, dissemination, sharing, copying or receipt of ALERTS information, could result in civil proceedings against the offending agency and/or criminal proceedings against any user or other person involved. Violations or misuse may also subject the user and the user's command to administrative sanctions and possible disciplinary action by their command, subject to due process, against its employee(s) and could result in ALERTS access termination.

1.1 **ALERTS account (Training Site), DD Form 2875 (SAAR)**

Follow the steps below to complete a DD Form 2875 System Authorization Access Request (SAAR) for an ALERTS training account:

1. Open a new DD Form 2875.
2. In TYPE OF REQUEST block, check 'INITIAL' and write "DODI#" followed by your DODI in the 'USER ID' section. (Example: DODI#1234567890)
3. Complete DATE block.
4. In SYSTEM NAME block, write "Army Law Enforcement Reporting and Tracking System (ALERTS) Training Site".
5. In LOCATION block, write "Fort Leonard Wood, MO".
6. Complete PART I (Blocks 1-12).

Note: In Block 10, IA Training and Awareness Certification date must have been completed within the last year.

2.0 **Registering for an Account**

Follow the steps below to register for an ALERTS training account:

1. Launch a compatible web browser (IE9, IE10, Firefox, or Chrome) and navigate to the web address https://alertstrain.cims.army.mil.
2. Select the DOD Email certificate and click **OK.**
3. When prompted enter the PIN number and click **OK.**
4. You will then see the Notice and consent page.

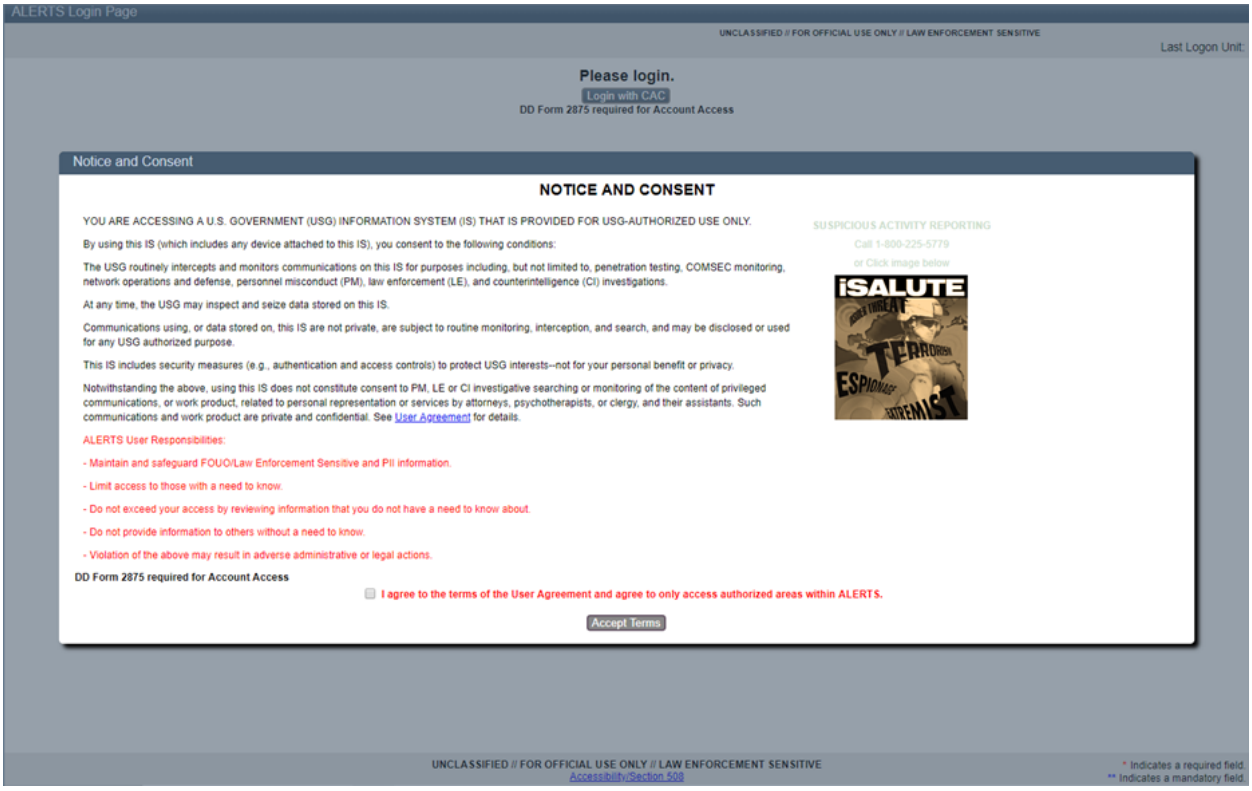

Figure 1-1: ALERTS Notice and Consent

5. Click the "I agree…" checkbox and then the **Accept Terms** button to accept the Notice and Consent User Agreement.
6. You will then see the Login page.

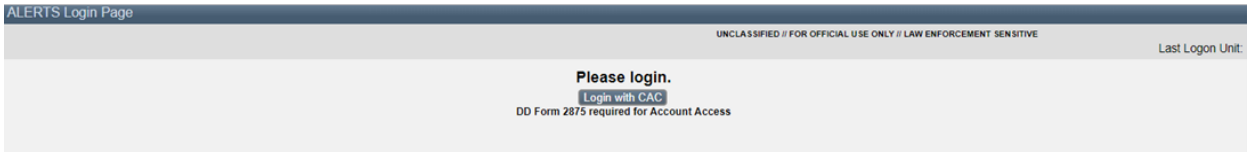

Figure 1-2: ALERTS Login Page

7. Click the **Login with CAC** button.
8. Next, you will see the ALERTS Registration page.

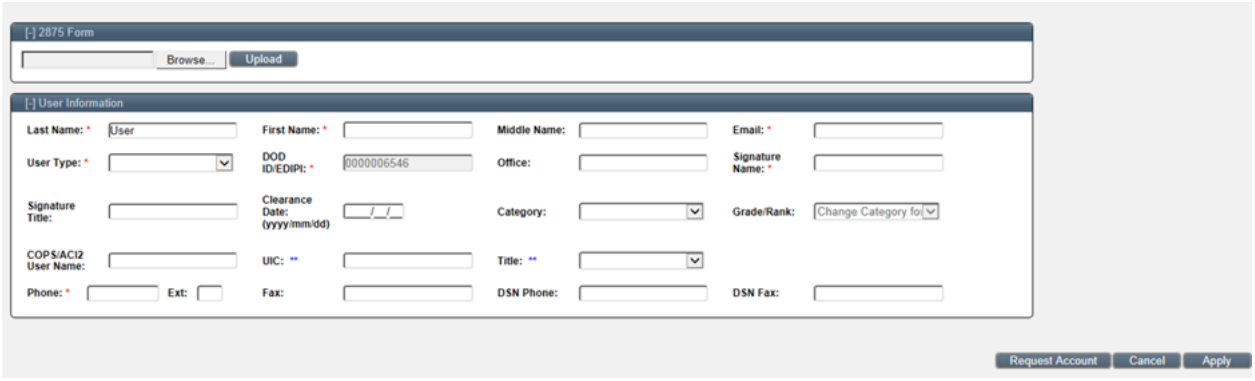

Figure 1-3: ALERTS Registration Page

9. Complete the Required (indicated with a red * asterisk) and Mandatory (indicated with two blue asterisks **) fields. Additional information for each field is provided in the table below.

Field	Description
Last Name	- The Last Name will be populated with the user's Last Name from their Common Access Card (CAC). - This field can be modified, if needed.
First Name	- The First Name will be populated with the user's First Name from their Common Access Card (CAC). - This field can be modified, if needed.
Middle Name	- The Middle Name will be populated with the user's Middle Name from their CAC. - This field can be modified, if needed.
Email	- The Email will be populated with the email associated with the user's Common Access Card (CAC). - This field can be modified, if needed. - The user must enter their Enterprise Email address in the field. - Example: john.doe.civ@mail.mil
User Type	- The values include CID, CRC, and Police.
DOD ID/EDIPI	- The DOD ID/EDIPI is associated with the user's Common Access Card (CAC).

Field	Description
Office	- A text field for the user's Office information. - Example: DES, CID G6
Signature Name	- The value entered in this field will display in the Report Prepared By and/or the Report Approved By section of the Investigative Reports. - It is recommended the user enter their First Name, Middle Initial, and Last Name. - Example: John B. Doe
Signature Title	- The value entered in this field will display in the Report Prepared By and/or the Report Approved By section of the Investigative Reports. - Example: SA, SGT, 1LT, SSG
Clearance Date	- The user's Clearance date. The date format is YYYY/MM/DD. - This is only required when approving a CID account.
Category	- A drop-down list including Army, Air Forces, Civilian, Marines, etc.
Grade/Rank	- The values are linked to the Category drop-down field. Values will display in the drop-down field when a Category is selected.
COPS/ACI2 User Name	- The user's user name from the legacy applications. This information will assist with migrating open cases from ACI2 and COPS.
UIC	- The user's Unit Identification Code (UIC). The UIC is a six digit alphanumeric value. - Example: W12345
Title	- A drop-down list of values including SA, DET, INV, Mr., Mrs., etc.
Phone	- The user's commercial telephone number.
Ext	- The extension for the user's commercial telephone number.
Fax	- The user's fax number.
DSN Phone	- The user's DSN telephone number.
DSN Fax	- The user's DSN fax number.

Table 1: User Registration Field Information

10. Select the appropriate unit or installation. You may select up to three units or installations. At a minimum, Fort Leonard Wood and your local unit/installation should be chosen.
11. Click the **Apply** button to save your information.
12. Upload the 2875 by clicking the **Browse** button at the top and select the PDF copy of the signed 2875. Then, click the **Upload** button.
13. To complete the registration, click the **Request Account** button at the bottom right corner of the page.

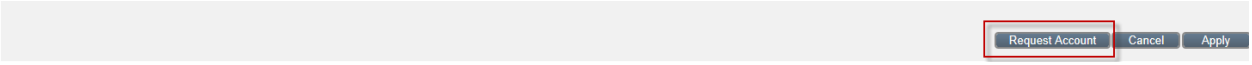

Figure 1-4: Request Account Button

Note: An email confirmation will be sent once the account has been approved. System Administrators and SACs will also receive an email notification when any user registers for an account in their installation or unit.

3.0 **DoD Cyber Awareness Challenge Training**

All students attending training at Fort Leonard Wood that will require computer access must bring with them a current (NLT 365 days from start of training) digital or paper copy of their Cyber Awareness Challenge Training certificate. This is mandatory for instructors to verify account access.

Follow the steps below to complete the Cyber Awareness Training course:

1. Launch a compatible web browser (IE9, IE10, Firefox, or Chrome) and navigate to the web address https://cs.signal.army.mil/login.asp.
2. Click **CAC Login.**
3. Select the DOD Email certificate and click **OK.**
4. Select your Branch, Type, and MACOM and click **Confirm.**
5. Click **Cyber Awareness Challenge Training** to launch the training page.
6. Once training is complete, click **Take an exam.** Then, click **Go!** on the next screen to start your exam.

Figure 1-5: Cyber Security User Portal

7. If you have already completed the training and exam within the last 365 days, click **View Scores and Print Certificates.**
8. Find your completed Cyber Awareness Challenge Training and click **View Certificates!**

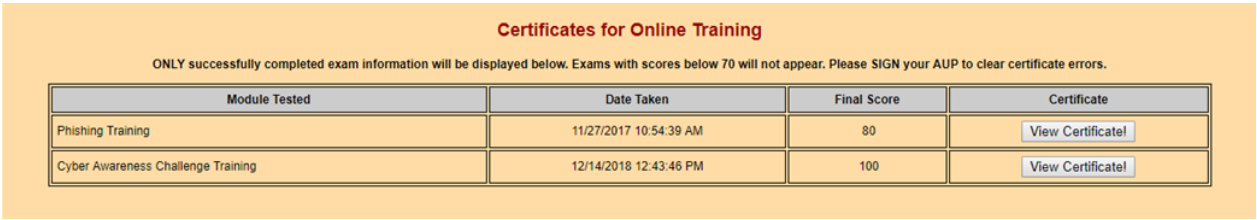

Figure 1-6: Certificates for Online Training

4.0 **United States Army Military Police School (USAMPS) ALERTS Training Instructors**

If there are any questions or issues with creating a training account, contact the CIMS Help Desk at usarmy.belvoir.usacidc.list.cims-help-desk@mail.mil or one of the ALERTS training instructors at usarmy.leonardwood.mp-schl.mbx.alerts@mail.mil.

DEPARTMENT OF THE ARMY

CERTIFICATE OF TRAINING

This is to certify that

has successfully completed

Cyber Awareness Challenge Training
2 Hour(s)

Given at U.S. Army Signal Center
Fort Gordon, GA

14 December 2018

Cheryl L. Hynes
Division Chief
Cybersecurity Plans and Training

DA Form 87, 1 Oct 78

Figure 1-7: Cyber Awareness Certificate