

## 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.

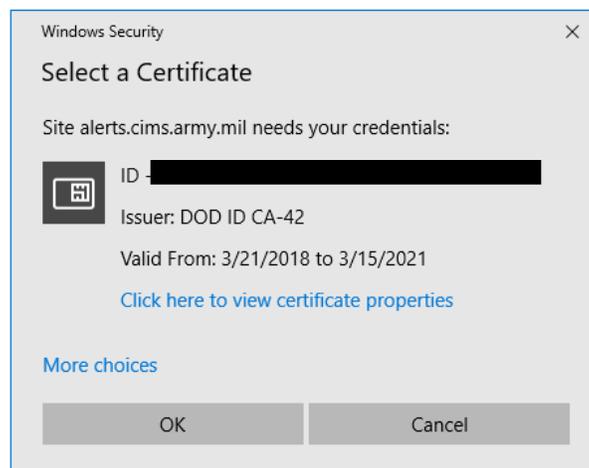
**Note: The ALERTS Instructors at FLW cannot get your DA FM 2875 approved, you must complete this prior to arrival**

### Requesting Access to ALERTS

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

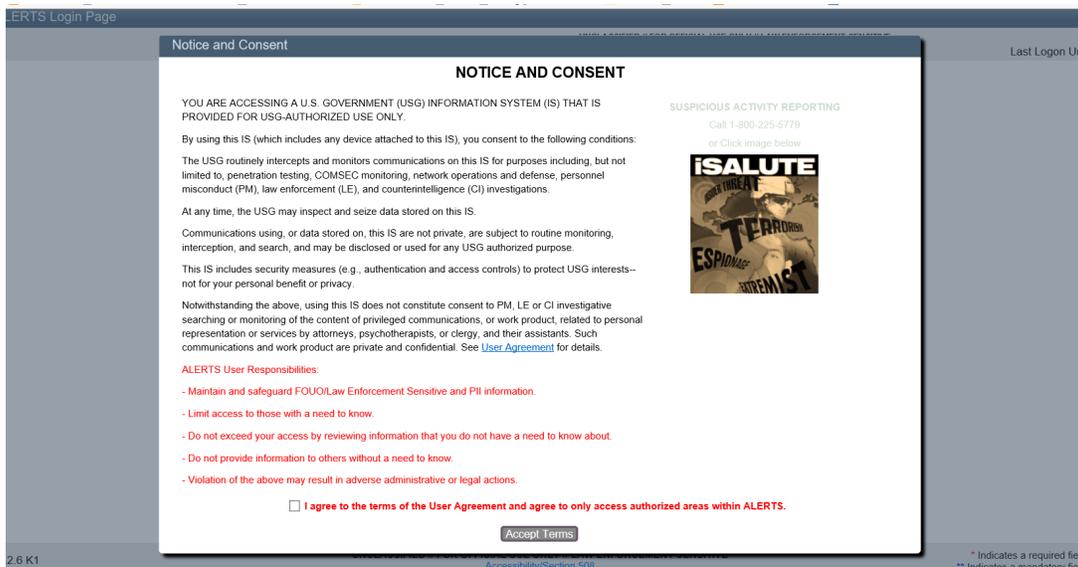
<https://alertstrain.cims.army.mil>

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



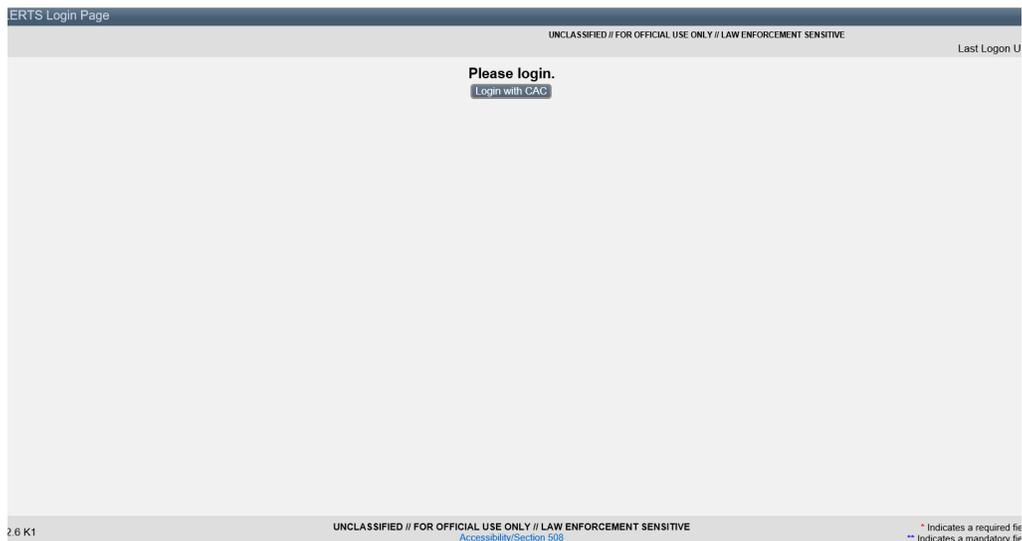
3. Select OK. Enter your CAC PIN

#### 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 Agreement 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.

The screenshot displays the 'ALERTS User Management' interface. At the top, it shows 'UNCLASSIFIED // FOR OFFICIAL USE ONLY // LAW ENFORCEMENT SENSITIVE' and 'Last Logon Un'. Below this is a '[-] 2875 Form' section with a 'Browse...' button and an 'Upload' button. A message states: 'You may download a blank 2875 from <http://www.apd.army.mil>'. Below the form is a '[-] User Information' section with various input fields. Fields marked with a red asterisk (\*) are required, and fields marked with a red double asterisk (\*\*) are mandatory. The 'DOD ID/EDIPI' field is prefilled with '1016098643'. At the bottom right of the form are 'Request Account', 'Cancel', and 'Apply' buttons. The footer of the page includes '1.2.6 K1', 'UNCLASSIFIED // FOR OFFICIAL USE ONLY // LAW ENFORCEMENT SENSITIVE', and a link to 'Accessibility/Section 508'. A legend indicates that a red asterisk (\*) indicates a required field and a red double asterisk (\*\*) indicates a mandatory field.

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.**