



U.S. ARMY



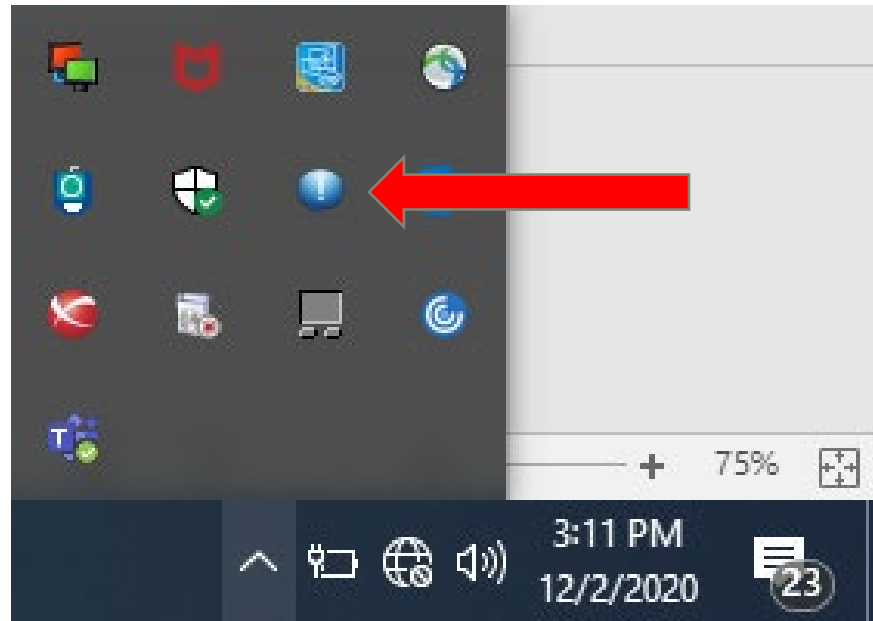
Updating Alert!

Timothy Mann
Current Operations, Chief
IMCOM/DPTMS



To update in ALERT!
please login to
<https://alert.csd.disa.mil/>

Or right click on the blue
ball on the bottom of the
screen and click on “Edit
Contact Info”.





USG Warning and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

See User Agreement for details.

I Agree

[View Privacy Notice](#)

Click "I Agree"





https://alert.csd.disa.mil/SelfServiceDOD/SelfService/ClientManagement?primaryClientId=4870304

Manage Clients

UNCLASSIFIED/FOR OFFICIAL USE ONLY

ALERT

Welcome, TIMOTHY

Please choose a client record to manage.

TIMOTHY MANN	Primary	
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+ Add Family Member

Click on the pencil to edit your information.





Client

* indicates required fields

Personal Information

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI ⓘ	
<input type="text"/>	eg: 1234567890	

Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number* ⓘ	Extension ⓘ	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Usage	Type ⓘ	Receive SMS
Work	Landline	<input type="checkbox"/>
Phone Number* ⓘ	Extension ⓘ	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Usage	Type ⓘ	Receive SMS
Home	Cell	<input type="checkbox"/>

Email Addresses

Email Address*	Usage
<input type="text"/>	Work

Follow these steps to register or update your ALERT! MWNS client profile:

1. Client Personal Information

- Personal information first and last name, rank (Military/GS employees).
- You must include electronic data interchange personal information (EDIPI) number

2. Contact Methods

- Input valid work landline phone number (No DSN numbers)
- **Input valid work and/or personal cell phone number (Ensure you select the SMS box to receive text messages)**
- Input work and/or personal email address





U.S. ARMY

Associations *

Description	Dates
a. Military Location: Army / USNORTHCOM / Fort Belvoir / Military Location	<input type="button" value="Remove"/>
d. Additional Attributes: Emergency Relocation Staff-1	<input type="button" value="Remove"/>
b. Command Structure: Office Administrative Assistant Secretary of the Army (W1YSAA) / Parent UIC	<input type="button" value="Remove"/>
b. Command Structure: Army Headquarters Services (W313AA) / Child UIC	<input type="button" value="Remove"/>
Additional Attributes: OAA CMT	<input type="button" value="Remove"/>
Additional Attributes: OAA Senior Leadership	<input type="button" value="Remove"/>
d. Additional Attributes: AHS-DMA	<input type="button" value="Remove"/>
c. Work Address: 9301 Chapek Rd Fort Belvoir 22060 VA US / Work Address	<input type="button" value="Remove"/>

a. b. c. d.

3. Verify all four Associations are listed:

- a. **Add Military Location:** The military location must reflect your place of duty. **Service:** Army, **Region:** USNORTHCOM, **Installation:** Please select your military installation, Fort Leonard Wood.
 - b. **Add Command Structure/UIC:** The command structure is the primary agency (parent) and field operating agency (child) unit identification code (UIC). The parent UIC denotes the primary unit. The child UIC denotes a satellite units where appropriate. Note: **Please ensure to input your primary (parent) and satellite (child) UIC when creating your Command Structure.**
 - c. **Add Address:** Input the physical location of your work address. Do not input your home address. Also, if you work at a standalone facility (SAF) you must place a check mark at the bottom of the pop up. This is important to ensure you receive emergency notifications for your specific SAF.
 - d. **Add Additional Attributes:** Please input your specific attributes. Example: ERG1/2 member, senior leadership, contractor, etc.
4. Click the Save button to validate and update your profile.





Usage
l.com Home

Usage
mail.mil Work

Add Military Location

Search Type:
Manual:
Map:

Name*
leonard x
USNORTHCOM - Fort Leonard Wood

Building Search
Search Enter Building Name or Number

Optional
Start Date End Date

Add Cancel

-Click "Add Military Location"
-Type "leonard", then select
"USNORTHCOM – Fort
Leonard Wood"
-Click "Add"





Remove

Remove

Add Command Structure

Name/UIC* ⓘ
W1MLAA x
Medical Department Activity Fort Leonard Wood (W1MLAA)

Start Date End Date

Add Cancel

Remove

Remove All

- Click “Add Command Structure”
- Type your unit UIC
- Click “Add”





Add Address

Usage: Work Country: United States of America

Address Line 1: (Physical Street Address, Do Not Use APO, FPO, or PO Box)
4430 Missouri Ave

Address Line 2: (Suite, Apt., Unit, Division, Company, etc.)

City* State* Postal Code*
FORT LEONARD WOOD MO 65473

Standalone Facility

Add Cancel

-Click "Add Address"
-Type in as shown to the left
-Click "Add"





The screenshot shows a software interface with a dialog box titled "Add Additional Attributes". The dialog contains a "Value*" dropdown menu and "Add" and "Cancel" buttons. In the background, a table is partially visible with columns and "Remove" buttons. At the bottom of the interface, there are "Add Additional Attributes" and "Remove All" buttons.

YOU CAN ALSO "Add Additional Attributes":

- Click "Add Additional Attributes".
- e.g. "enlisted", "civilian".....
- Click "Add"





Associations * 

Description	Dates	
Military Location: Army - USNORTHCOM - Fort Leonard Wood (loc)		Remove
Command Structure: Medical Department Activity Fort Leonard Wood (W1MLAA) (cmd)		Remove
Military Location: USNORTHCOM - Fort Leonard Wood - 310 HOSPITAL (loc)		Remove
Work Address: 4430 Missouri Ave Fort Leonard Wood 65473 MO US		Remove

[Add Military Location](#)

[Add Command Structure](#)

[Add Address](#)

[Add Additional Attributes](#)

[Remove All](#)

[Save](#)

Click "Save" when done





ADDING FAMILY MEMBERS TO ALERT!

How CAC holders can add family members to ALERT!

1. CAC holder needs to navigate to Alert! Icon in your toolbox and right click. Select edit contact info.

2. On the Self Service page an Add Family Member button will be available to add a secondary client. Click Add Family Member.

Department of Defense
ALERT!

Welcome, Kevin

Please choose a client record to manage.

Kevin Jardines	Primary		
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+ Add Family Member





- ✓ 3. Fill out the necessary information for your secondary client and click **Save**
- ✓ **NOTE: Be sure to pay attention to all mandatory fields and any warning messages**

Create Client

Client

* indicates required fields

Personal Information

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Methods

Phone Numbers
Do NOT enter DSN numbers.

Phone Number* <i>i</i>	Extension <i>i</i>	<input type="button" value="Remove"/>	
<input type="text"/>	<input type="text"/>		
Usage	Type <i>i</i>	Receive SMS	Shared/Non-Confirming <i>i</i>
Work ▾	Landline ▾	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses
Email confirmations cannot be recorded for Dependents who lack access to military networks.

Email Address*	Usage	<input type="button" value="Remove"/>
<input type="text"/>	Work ▾	









4. After clicking save you will return to the previous self-service page and your newly created secondary client will be added as a family member



ALERT

Welcome, Kevin

Please choose a client record to manage.

Kevin Jardines	Primary		
Secondary Client Example	Family Member		

[+ Add Family Member](#)





Questions

Contact Matt Mertz or Tim Mann

