

ALERT SUPPORT

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USAG Stuttgart Emergency Management
DSN 596-2038
Comm: 09641-70-596-2038



TACOM **in support of** **Army G-3/5/7**

AMERICA'S ARMY



AMERICA'S ARMY

GLOBALLY RESPONSIVE,
REGIONALLY ENGAGED

Alert! Mass Warning Notification System Quick Reference Guide



ALERT! SELF REGISTRATION GUIDE

1. Login to self registration

Navigate to <https://alert.csd.disa.mil/>
Click the DoD and All Services Icon

2. Add Personal Information:

First & Last Names are required fields
CAC EDIPI will populate automatically
Rank is optional

Personal Information

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

3. Add Contact Methods

Contact Methods

Phone Numbers
Do NOT enter DSN numbers.

Phone Number * ⓘ Extension ⓘ

Usage Type ⓘ Receive SMS

Work Landline

Email Addresses

Email Address * Usage

Work

NOTE: You must add at least one valid phone number and one email address. You can add up to 10 phone numbers and up to 10 email addresses into the system.

Per DoDI 6055.17 Section 5.5 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), e-mail addresses, home address, etc., are entered into the system and regularly updated or verified every 90 days to remain current and accurate

4. Add Associations

Associations ⓘ

Description	Dates
<input type="button" value="Add Military Location"/>	<input type="button" value="Add Command Structure"/>
<input type="button" value="Add Address"/>	<input type="button" value="Add Additional Attributes"/>

Installation

Subinstallation



NOTE: You must have at least one non-dated association in order for your record to be saved. If you have multiple associations, add each separately.

Additional attributes should only be selected when your Emergency Manager/Command has instructed you to do so.

Add Address ⓘ

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

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

City * State Postal Code *

AK

Usage Country

Work United State:

Standalone Facility

If you work at a standalone facility please check the box at the bottom of the Add Address window.

Alert! FAQs

Q. What does Alert! use my information for?

A. Alert! stores your information for alerting purposes only.

Q. How many times does the system call per notification?

A. By default the system will contact you 3x unless a confirmation has been acknowledged. It is possible you have may confirmed through another method (EX: Email) and will still receive a phone call if that call was already sent.

Q. I am getting an error that says unable to save client record, or registration was unsuccessful what should I do?

A. Make sure that you have completed all of the mandatory fields: First Name, Last Name, valid phone number, email address and one non-dated association. If you are unable to find your military location please contact our help desk and we will be happy to assist.

Use the following UICs:

W092AA EUCOM
W2UGAA SOCEUR
W6E1AA USAG-S
W6L6AA AFRICOM
W6MTAA SOCAFRICA
M20600 MARFOREUR/AF
WDQ1AA 52nd Signal
WH09AA 1-10th SFG(A)
N53991 NSWU-2
N34122 NSWU-10
HE1254 DODEA
W1AF9R DISA-E
W38301 AHC-STUTTART

Alert! Help Desk

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