



VT-ALERT Public Sign-Up Process

Reference Guide

February 20, 2019

Purpose: This reference guide is intended to be used for the purpose of signing up to receive VT-Alert notifications.

- 1.) Navigate to <u>www.vtalert.gov</u>
 - a. Use any browser
 - b. To register click on the "Register for VT-ALERT" link
 - c. To login in to your existing account click on the "Log in to VT-ALERT" link
 - d. If you want to view all alerts on the web, click on the "View All ALERTS" link.
- 2.)The Sign Up screen should look as shown in the screen shot. Enter all information, check the "I accept the Terms of Use box, click on Create Your Account bar.

| Creating a profile takes just a fe | ew minutes. Remember your username and password so you can log in and change your information at any time |
|------------------------------------|--|
| * Username | Test_Account4 |
| | Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time. |
| * First Name | John |
| * Last Name | Doe |
| * Password | ••••• |
| | Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # \$ % ^ & * (). |
| * Confirm Password | ••••• |
| * Security Question | Where was your first job? |
| * Answer | paperboy |
| * Registration Email | xyzxyz@gmail.com |
| | I accort the Terms of Lice |

3.) Create your Profile

- a. Enter all information
 - i. First Name
 - ii. Last Name
 - iii. Middle Initial, if you want to
 - iv. Suffix, if you want to
 - v. Registration email should reflect want you entered when you created the account
 - vi. Select the correct time-zone, it should be 5 hours and New York City or Montreal.
 - vii. Enter all contact methods as needed
 - viii. Click Save and Continue

| Please complete all registration pages to receive accurate notifications. | | | | | | |
|---|----------------------|--|--|--|--|--|
| Profile Locations | Subscriptions Review | | | | | |
| My Profile | | | | | | |
| * First Name | John | | | | | |
| * Last Name | Doe | | | | | |
| Middle Initial | | | | | | |
| Suffix | | | | | | |
| *Registration Email | xyzxyz@gmail.com | | | | | |
| Time Zone | Please select 🗸 | | | | | |

Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

| I) TEXT#1 (10 Digit #) | United States | ~ | (802) 585-9325 |
|-----------------------------------|------------------------------------|-------------------|------------------------------------|
| 2) TEXT#2 (10 Digit #) | United States | ~ | (201) 555-0123 |
| ▲ 💌 3) * E-Mail Address 1 | xyzxyz@gmail.com | | |
| ▲ 💌 4) E-Mail Address 2 | email@email.com | | |
| ▲ 💌 5) Mobile Phone #1 | United States | ~ | (201) 555-0123 |
| ▲ 💌 6) Mobile Phone #2 | United States | ~ | (201) 555-0123 |
| T) Home Phone # | United States | ~ | (201) 555-0123 |
| 8) Business Phone # | United States | ~ | (201) 555-0123 |
| | | Ext | 5555 |
| ▲ 💌 9) TTY/TDD (10 Digit #) | United States | ~ | (201) 555-0123 |
| 🔺 💌 10) Alpha Pager - Email | email@email.com | | |
| | Pager Service | | Select 🗸 |
| Everbridge App | Not logged in | | |
| | Download the Everbridge Mobi Store | ie Safety App fro | om Google Play 🍺 or the iTunes App |
| | | | |
| | Save & Continue > | | |

4.) Add My Locations

- a. You can add multiple locations such as Home, Work, a Relative's address (This/these addresses are used to pinpoint where an alert is sent to.
 - i. Enter a Location Name (Home, Work, etc)
 - ii. Enter the Physical Address
 - iii. Enter the City, State, and Postal Code
 - iv. Click on Verify This Address

- v. If it looks right, click on the circle and "This is my location"
- vi. Then click Save and Continue

| ease complete all registration pages to receive ac | curate notifications. |
|--|---|
| Profile Locations | Subscriptions Review |
| My Locations We will use the location information you | provide to inform you about events taking place in your area. |
| Add a Location | |
| * Location Name | Home |
| *Country | United States |
| *Address | 45 State Drive |
| Apt/Suite/Unit | |
| City | Waterbury |
| State/Province | Vermont |
| Postal Code | 05676 × |
| | |

Verify This Address



| Please co | mplete all registration pages to receive accura | ate notifications. | |
|-----------|---|---|-------------------------|
| | Profile Locations | Subscriptions Review | |
| | My Locations We will use the location information you prov | ide to inform you about events taking place | in your area. |
| | | | |
| | Location Name | Address | |
| | Location Name Home | Address 45 State Drive | Edit Delete View on Map |
| | Location Name Home + Add Another Location | Address 45 State Drive | Edit Delete View on Map |

- 5.) Add all your My Subscriptions as desired.
 - a. You can select a County or Town subscription. This will allow you to receive an alert for an area you have not identified as your address location.
 - b. You can set a **quiet time for Weather related alerts** by filling out the times in the window to the right. All other

subscription choice quiet times should be set in your profile's delivery methods.

c. If all is set, click on Save & Continue

My Subscriptions

| Choose what you want to be informed about. | | | | |
|--|--|--|--|--|
| Counties-Cities-Towns | | | | |
| Addison County | | | | |
| Bennington County | | | | |
| Caledonia County | | | | |
| Chittenden County | | | | |
| C Essex County | | | | |
| G Franklin County | | | | |
| Grand Isle County | | | | |
| County | | | | |
| Orange County | | | | |
| Orleans County | | | | |
| Contract Rutland County | | | | |
| O Washington County | | | | |
| O Windham County | | | | |
| <u> Windsor County</u> | | | | |

| Alert Subscriptions | |
|--|---|
| Press Releases and Planned Events | |
| G Health Alerts | |
| G <u>Fire</u> | |
| G Infrastructure | |
| Weather Alerts (Click To Choose Alerts) | |
| Wind (4) Flood (8) Winter (9) Non-Precipitation (8) Fire (2) Tropical (4) Severe (4) | Weather and Hazard Alerts Settings Your Quiet Period will now match your organization's default Quiet Period setting. To set your own Quiet Period, please re-enable this feature. Don't contact me between: 01:00 AM (GMT -5:00)Eastern Standard Time(America/New Note: If enabled, delivery path has its own quiet time. |
| O <u>Environmental</u> | |
| <u> Attorney General's Office</u> | |
| Law and Security | |
| <u> Transportation Alerts</u> | |
| Save & Continue > Skip this | |

6.) Review the information, then click Finish

| Profile Loca | ations Subscriptions | | ered | |
|---------------------------------|----------------------|------|-----------------------|--|
| will be able to edit it any tim | ie. | | | |
| My Profile | | Edit | My Subscriptions | |
| Username: | Test_Account4 | | Counties-Cities-Towns | |
| First Name: Last Name: | John Doe | | Alert Subscriptions | |
| Registration Email: | xyzxyz@gmail.com | | 39 Weather Alerts | |
| Time Zone: | America/New_York | | | |
| TEXT#1 (10 Digit #): | (802) 585-9325 | | | |
| E-Mail Address 1: | xyzxyz@gmail.com | | | |
| My Locations | | Edit | | |
| Home: | 45 State Drive | | | |
| | | | | |

7.) If you want to set a quiet time on your delivery methods, click on Edit in the Profile Window.

| Profile Edt Username: Test_Account4 First Name: John Last Name: Doe Registration Email: Xyzyz@gmail.com Tme Zone: America/New_York Delete My Account Delete My Account Cutotions Status: ON Quiet Time: Entername: Cutocations Katus: Name: Muiet Time: Entername: Text:: Maintername: Muiet Time: Entername: Muiet Time: <th>Profile Edt Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Delete My Account Delete My Account</th> <th></th> <th></th> <th></th> | Profile Edt Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Delete My Account Delete My Account | | | |
|--|---|----------------------|---|--------------|
| Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Tex T#1 (10 Digit #): (802) 585-9325 Guiet Time: Status: ON Quiet Time: Status: ON Quiet Time: Status: ON Quiet Time: Status: ON Muiet Time: Status: ON Counties-Cities-Towns Status: ON Delete My Account Status: ON Guiet Time: Status: ON Status: ON Status: ON Cuiet Time: Status: ON Status: ON Status: ON | Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Status: ON Quiet Time: Delete Time: Mig Counters Cities-Towns Alert Subscriptions 39 Weather Alerts 39 Weather Alerts 10 Mig Counters 10 Mig Coun | | | 5 -22 |
| Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxy2@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxy2@gmail.com Status: ON Quiet Time: ty Locations | Username: Test_Account4 First Name: John Last Name: Doe Registration Email: xyzxy2@gmail.com Time Zone: America/New_York Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxy2@gmail.com Status: ON Quiet Time: Loccations For: Home: 45 State Drive | iy Frome | | <u>Е ал</u> |
| First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Y Locations Edit Home: 45 State Drive | First Name: John Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: Americal/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Letmail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Quiet Time: Quiet Time: Loccations Edit Home: 45 State Drive | Username: | Test_Account4 | |
| Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Y Locations thome: 45 State Drive | Last Name: Doe Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Locations Mome: 45 State Drive | First Name: | John | |
| Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Uliet Time: Delete Time: Y Locations Edit Home: 45 State Drive | Registration Email: xyzxyz@gmail.com Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Edit | Last Name: | Doe | |
| Time Zone: America/New_York Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Y Locations Mome: 45 State Drive | Time Zone: America/New_York Delete My Account Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Quiet Time: Loccations Edit Home: 45 State Drive | Registration Email: | xyzxyz@gmail.com | |
| Delete My Account TEXT#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Y Locations Edit Home: 45 State Drive | Delete My Account TEX T#1 (10 Digit #): (802) 585-9325 Status: ON Quiet Time: E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Quiet Time: Cuiet Time: Locations Edit Home: 45 State Drive | Time Zone: | America/New_York | |
| E-Mail Address 1: xyzxy2@gmail.com Status: ON Quiet Time: y Locations Home: 45 State Drive | E-Mail Address 1: xyzxyz@gmail.com Status: ON Quiet Time: Locations Edit Home: 45 State Drive | TEXT#1 (10 Digit #): | (802) 585-9325 Status: ON Quiet Time: | |
| y Locations Edit Home: 45 State Drive | Quiet Time: Locations Home: 45 State Drive | E-Mail Address 1: | xyzxyz@gmail.com | |
| y Locations Edit Home: 45 State Drive | Locations Edit Home: 45 State Drive | | Quiet Time: | |
| y Locations Edit Home: 45 State Drive | Locations Edit Home: 45 State Drive | | Quiet fillie. | |
| y Locations Edit Home: 45 State Drive | Locations Edit Home: 45 State Drive | | | |
| Home: 45 State Drive | Home: 45 State Drive | ly Locations | | Edit |
| | | Home: | 45 State Drive | |
| | | | | |

Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

Status Quiet Time ⊕ (802) 585-9325 1) TEXT#1 (10 Digit #) United States \sim ⊕ 2) * E-Mail Address 1 xyzxyz@gmail.com \bigcirc 📕 (201) 555-0123 3) TEXT#2 (10 Digit #) United States \sim \bigcirc 🔺 💌 4) E-Mail Address 2 email@email.com

8.) Click on the blue circle with the plus on the right and the following window will appear.

| Quiet Tim | ne - TEXT#1 (10 Digit #) | |
|-----------|----------------------------------|---|
| *Name: | | |
| *Every: | S M T W T F S Quiet Time | |
| Time: | □ 24 Hours | Ð |
| | From 00 V 00 V 00 V 00 V | Ð |
| | Time Zone: EST | |
| | OK Cancel | |
| ne #1 | United states 🗸 🚞 (201) 555-0123 | |

- 9.) Enter the Quiet Time Name
- 10.) Pick the day/s
- 11.) Set the times From and To, click OK

| Quiet Time - TEXT#1 (10 Digit #) | | | | | | |
|----------------------------------|---|------|--|--|--|--|
| *Name: | test | | | | | |
| *Every: | S M T W T F S | | | | | |
| Time: | □ 24 Hours From 22 ∨ 00 ∨ To 07 ∨ 00 ∨ | | | | | |
| | Time Zone: EST | | | | | |
| | ОК Саг | ncel | | | | |
| ha #1 | | | | | | |

12.) The Quiet Time for the delivery method/s will now show up as.

| Here's how to contac | ct me. (Com | plete at | least 1) | | | |
|--|------------------|----------|----------------|------------|------------|---|
| Move up or down to change the order. | | | | | | |
| | | | | Status | Quiet Time | |
| 1) TEXT#1 (10 Digit #) | United States | ~ | (802) 585-9325 | | test × | Ð |
| ▲ 💌 2) * E-Mail Address 1 | xyzxyz@gmail.com | 1 | | | | Ð |
| ▲ ▼ 3) TEXT#2 (10 Digit #) | United States | ~ | (201) 555-0123 | \bigcirc | | |
| | | | | | | |

13.) If all is ok, Click Save. If the quiet times are set right the screen should show as follows:

| My Profile | | Edit | My Subscriptions | Edit |
|--|--|------|---|------|
| Visername: First Name: Last Name: Registration Email: Time Zone: | Test_Account4 John Doe xyzxyz@gmail.com America/New_York | Ear | Counties-Cities-Towns Alert Subscriptions 39 Weather Alerts | |
| TEXT#1 (10 Digit #): E-Mail Address 1: | (802) 585-9325 Status: ON Quiet Time: test xyzxyz@gmail.com Status: ON Quiet Time: | | | |
| My Locations Home: | 45 State Drive | Edit | | |

14.) Don't forget about the links in the upper right hand screen (Home, Notifications, Overview, and FAQs)

| Welcome Test_Account4 Logoal | | Home | Notifications | Overview | EAQs |
|------------------------------|--|--------|---------------------------|-----------|-----------|
| Welcome Test_Account4 Logost | FAQs What is the VTALERTENS emergency notification system? This service allows you to align up to get envergency admits on your mobile plows, work phone, text message, e-mail, home phone, and more. You can also choose the locations you work to be contacted about. You can nocelve notification about envergencies that may affect your home, your parents' home, your workplace as long as these locations are within the boundaries of the State of Vermont. When will be used? The system will be used to notify residents about imminent threats to health and safety. Public safety efficials may send alerts about like threatening emergencies. How do I slign up? Click here to regulate for this service. Will I still get emergency notifications if I don't sign up? | - Home | Notifications <u>P</u> | Successor | Translate |
| | The VTALERT ENS Emergency Notification System villices the state's Enhanced 9-1-1 (ES-1-1) database for location-based notifications to the public for III-Internationing emergencies. The ES-1-1 dilatabase includes only tuditional velocities thelphone numbers. In taskas III you want the logging in to the VTALERT Clickon Alert Sign-UP with Page which is accessable by the link provided below. What III my phone number or email address changes? The system is only as good as the information, have necessable by the link provided below. What IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | | | | |

15.) For further assistance -

Randy Bronson - VT-ALERT Administrator (802) 241-5347 or E-Mail: <u>randall.bronson@vermont.gov</u>

Glenn Herrin - VT-ALERT Support (802) 244-8721 or E-Mail: <u>glenn.herrin@vermont.gov</u>

For VT-ALERT Questions. Please E-Mail us at: <u>dps.vtalert@vermont.gov</u>

This concludes the process to register to receive VT-ALERT Notifications.

