



## **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 [www.vtalert.gov](http://www.vtalert.gov)
  - 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.

**Sign up**

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

\* Username   
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

\* Last Name

\* 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

\* Answer

\* Registration Email

I accept the [Terms of Use](#)

### 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 what 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

<b>* First Name</b>	<input type="text" value="John"/>
<b>* Last Name</b>	<input type="text" value="Doe"/>
<b>Middle Initial</b>	<input type="text"/>
<b>Suffix</b>	<input type="text"/>
<b>* Registration Email</b>	<input type="text" value="xyzzy@gmail.com"/>
<b>Time Zone</b>	<input type="text" value="Please select..."/>



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

Move up or down to change the order.

<input type="checkbox"/> <input type="checkbox"/> 1) TEXT#1 (10 Digit #)	United States <input type="button" value="v"/>	<input type="text" value="(802) 585-9325"/>
<input type="checkbox"/> <input type="checkbox"/> 2) TEXT#2 (10 Digit #)	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 3) * E-Mail Address 1	<input type="text" value="xyzxyz@gmail.com"/>	
<input type="checkbox"/> <input type="checkbox"/> 4) E-Mail Address 2	<input type="text" value="email@email.com"/>	
<input type="checkbox"/> <input type="checkbox"/> 5) Mobile Phone #1	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 6) Mobile Phone #2	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 7) Home Phone #	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 8) Business Phone #	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
	<b>Ext</b>	<input type="text" value="5555"/>
<input type="checkbox"/> <input type="checkbox"/> 9) TTY/TDD (10 Digit #)	United States <input type="button" value="v"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 10) Alpha Pager - Email	<input type="text" value="email@email.com"/>	
	<b>Pager Service</b>	<input type="text" value="Select.."/>

Everbridge App

Not logged in

Download the Everbridge Mobile Safety App from Google Play  or the iTunes App Store 

[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

Please complete all registration pages to receive accurate notifications.

Profile

Locations

Subscriptions

Review

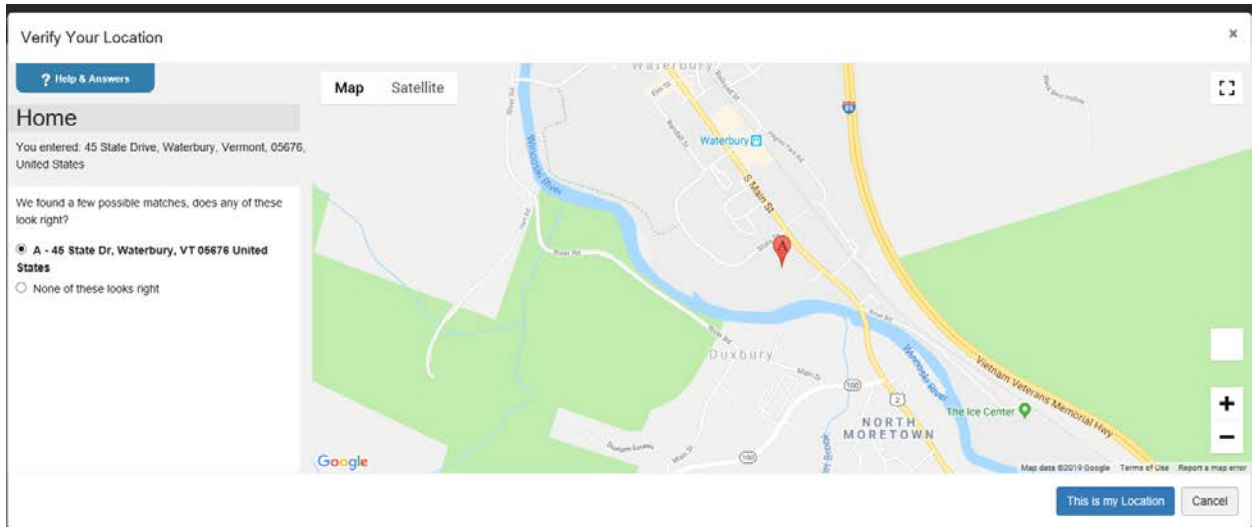
## My Locations

We will use the location information you provide to inform you about events taking place in your area.

### Add a Location

* Location Name	<input type="text" value="Home"/>
* Country	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States"/>
* Address	<input type="text" value="45 State Drive"/>
Apt/Suite/Unit	<input type="text"/>
City	<input type="text" value="Waterbury"/>
State/Province	<input style="border-bottom: 1px solid #ccc;" type="text" value="Vermont"/>
Postal Code	<input style="border-bottom: 1px solid #ccc;" type="text" value="05676"/>

Verify This Address



Please complete all registration pages to receive accurate 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.

Location Name	Address	
Home	45 State Drive	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View on Map</a>

+ Add Another Location

Save & Continue >

5.) Add all your My Subscriptions as desired.

- 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.
- 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	
<input type="checkbox"/>	<a href="#">Addison County</a>
<input type="checkbox"/>	<a href="#">Bennington County</a>
<input type="checkbox"/>	<a href="#">Caledonia County</a>
<input type="checkbox"/>	<a href="#">Chittenden County</a>
<input type="checkbox"/>	<a href="#">Essex County</a>
<input type="checkbox"/>	<a href="#">Franklin County</a>
<input type="checkbox"/>	<a href="#">Grand Isle County</a>
<input type="checkbox"/>	<a href="#">Lamoille County</a>
<input type="checkbox"/>	<a href="#">Orange County</a>
<input type="checkbox"/>	<a href="#">Orleans County</a>
<input type="checkbox"/>	<a href="#">Rutland County</a>
<input type="checkbox"/>	<a href="#">Washington County</a>
<input type="checkbox"/>	<a href="#">Windham County</a>
<input type="checkbox"/>	<a href="#">Windsor County</a>

**Alert Subscriptions**

[+ Press Releases and Planned Events](#)

[+ Health Alerts](#)

[+ Fire](#)

[+ 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:**

and

Note: If enabled, delivery path has its own quiet time.

[+ Environmental](#)

[+ Attorney General's Office](#)

[+ Law and Security](#)

[+ Transportation Alerts](#)

Save & Continue >

Skip this

6.) Review the information, then click Finish



Profile

Locations

Subscriptions

Review

## Review the information you entered

You will be able to edit it any time.

### My Profile [Edit](#)

**Username:** Test\_Account4  
**First Name:** John  
**Last Name:** Doe  
**Registration Email:** xyzxyz@gmail.com  
**Time Zone:** America/New\_York

**TEXT#1 (10 Digit #):** (802) 585-9325  
**E-Mail Address 1:** xyzxyz@gmail.com

### My Subscriptions [Edit](#)

Counties-Cities-Towns

Alert Subscriptions

39 Weather Alerts

### My Locations [Edit](#)

**Home:** 45 State Drive

Finish

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

### My Profile [Edit](#)

**Username:** Test\_Account4

**First Name:** John

**Last Name:** Doe

**Registration Email:** xyzxyz@gmail.com

**Time Zone:** America/New\_York

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[Delete My Account](#)

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**TEXT#1 (10 Digit #):** (802) 585-9325  
**Status:** ON  
**Quiet Time:**

**E-Mail Address 1:** xyzxyz@gmail.com  
**Status:** ON  
**Quiet Time:**

### My Subscriptions [Edit](#)

**Counties-Cities-Towns**

**Alert Subscriptions**

**39 Weather Alerts**

### My 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	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: red;">▲</span> <span style="color: red;">▼</span> 1) TEXT#1 (10 Digit #)         </div> <div style="margin-right: 10px;"> <input type="text" value="United States"/> </div> <div style="margin-right: 10px;"> <input type="text" value="(802) 585-9325"/> </div> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <input type="text" value="⊕"/> </div> </div>			
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: red;">▲</span> <span style="color: red;">▼</span> 2) * E-Mail Address 1         </div> <div style="margin-right: 10px;"> <input type="text" value="xyzxyz@gmail.com"/> </div> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <input type="text" value="⊕"/> </div> </div>			
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: red;">▲</span> <span style="color: red;">▼</span> 3) TEXT#2 (10 Digit #)         </div> <div style="margin-right: 10px;"> <input type="text" value="United States"/> </div> <div style="margin-right: 10px;"> <input type="text" value="(201) 555-0123"/> </div> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> <input type="text" value="⊕"/> </div> </div>			
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: red;">▲</span> <span style="color: red;">▼</span> 4) E-Mail Address 2         </div> <div style="margin-right: 10px;"> <input type="text" value="email@email.com"/> </div> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> <input type="text" value="⊕"/> </div> </div>			

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

Quiet Time - TEXT#1 (10 Digit #) ✕

**\*Name:**

**\*Every:**  S  M  T  W  T  F  S

**Time:**  24 Hours

**From**   **To**

Time Zone: EST

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:**

**\*Every:**  S  M  T  W  T  F  S

**Time:**  24 Hours

**From**   **To**

Time Zone: EST

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

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

Move up or down to change the order.

	Status	Quiet Time
<input type="checkbox"/> <input type="checkbox"/> 1) TEXT#1 (10 Digit #)	<input checked="" type="checkbox"/>	test x
<input type="checkbox"/> <input type="checkbox"/> 2) * E-Mail Address 1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> 3) TEXT#2 (10 Digit #)	<input type="checkbox"/>	

United States (802) 585-9325  
xyzxyz@gmail.com  
United States (201) 555-0123

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

### My Profile [Edit](#)

**Username:** Test\_Account4  
**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:** test

**E-Mail Address 1:** xyzxyz@gmail.com  
**Status:** ON  
**Quiet Time:**

### My Subscriptions [Edit](#)

**Counties-Cities-Towns**

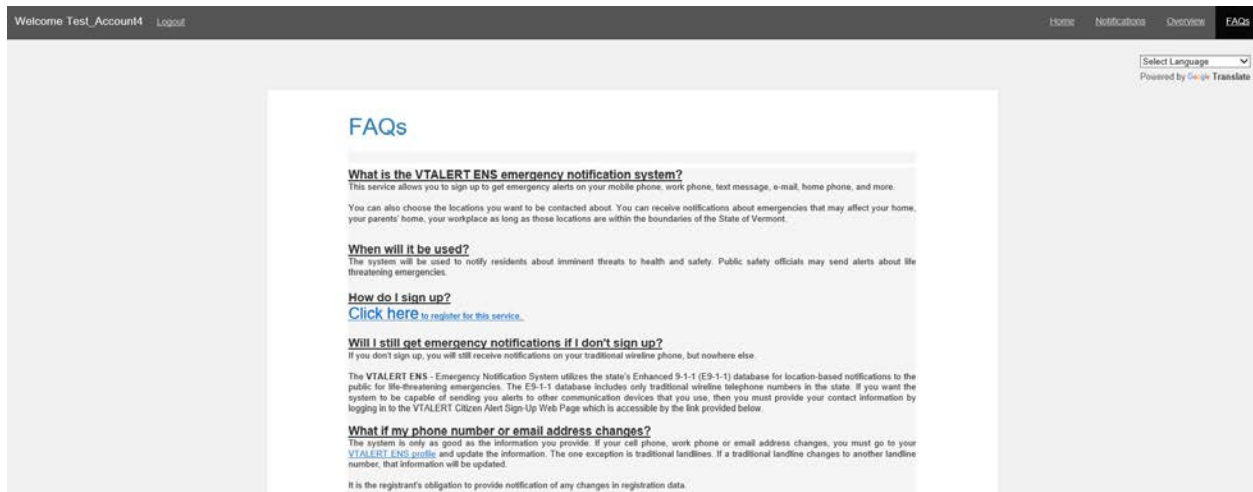
**Alert Subscriptions**

39 Weather Alerts

### My Locations [Edit](#)

**Home:** 45 State Drive

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



- 15.) For further assistance -

**Randy Bronson - VT-ALERT Administrator (802) 241-5347 or E-Mail:**  
[randall.bronson@vermont.gov](mailto:randall.bronson@vermont.gov)

**Glenn Herrin - VT-ALERT Support (802) 244-8721 or E-Mail:**  
[glenn.herrin@vermont.gov](mailto:glenn.herrin@vermont.gov)

**For VT-ALERT Questions. Please E-Mail us at: [dps.vtalert@vermont.gov](mailto:dps.vtalert@vermont.gov)**

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

