



# Alert! Mass Notifications System (MNS)

## Alert! Mass Notification System (MNS) Instructions

Per MARADMIN 062/26, the Marine Corps is transitioning to the Alert! Mass Warning and Notification System (MWNS), which supersedes the legacy ATHOC system. All personnel in the Primary Population are required to enroll in Alert! and must verify and update their information at least every 90 days. This population includes Department of War (DOW) military, civilians, and contractors whose normal place of duty is on a DOW Installation or within a DOW Facility. This information must include a means for after-duty-hours personal contact. Mission-essential personnel subject to recall are required to provide all available contact methods in order of priority. The Secondary Population, which includes family members, guests, and visitors, is also highly encouraged to enroll to receive emergency notifications. Personnel can enroll or update their information by using the Alert! PC client, found in the workstation system tray, or by signing into [dod.alert.mil](http://dod.alert.mil). The new system provides a single point of entry for all users, and enrollment should be integrated into unit check-in and check-out procedures. Only those with [usmc.mil](mailto:usmc.mil) email accounts can self-register to receive alerts. MNS administrators should work with affected commands and tenants to manually enter non-[usmc.mil](mailto:usmc.mil) users into the MNS system in order for them to receive alerts.

## Enroll in MNS

- 1 Marine Corps Enterprise Network (MCEN) NIPR users—Click on the MNS icon (blue text bubble with white banner found in the hidden app tray). If you do not see the icon, click the chevron (^) on the lower toolbar to reveal hidden icons.
- 2 Select “Edit client info” to update your information. *To update user information when the Alert Client (blue text bubble) is missing or doesn't work: Paste [dod.alert.mil](http://dod.alert.mil) URL into any browser*
- 3 When prompted, select your appropriate CAC (PIV) Certificate (it will contain the word “Authentication”). Click “OK.”
- 4 This will take you to the Client Account Dashboard.
- 5 Select “Edit” to modify the section of your choosing.
- 6 Click “Save.”  
Warning: When updating your profile, you must click on the “Save” button to save the changes you have made. If you do not click “Save” the changes will not be saved.
- 7 Verify your contact information every 90 days and update your profile anytime you have a change.



## Other DoW Users

Other DoW personnel who are members of Tenant organizations on a Marine Corps installation, but are not on the MCEN, do not have access to Client Account Dashboard. Other DoW users must provide their information to respective base/local MNS Administrators who will enter the information manually. On USMC installations the MNS Administrator is usually located within the base operations section Emergency Management Branch.

## Going TAD? PCSing? Updating Your Profile

- 1 Click on the blue text bubble with white banner found in the app tray.
- 2 Select Edit Contact Info. If the blue text bubble doesn't work: *Paste <https://dod.alert.mil> into any browser.*
- 3 Select the correct PIV Certificate (Authentication)
- 4 Acknowledge the USG statement
- 5 If using the blue text bubble or <https://dod.alert.mil>, it takes you directly to the Client Account Dashboard.
- 6 Click edit to modify the section of your choice.
  1. If you have a Military Location to update, please click on "Remove" on the old location to remove it from the list.
  2. If you have a Military Location to add. Click on "Yes" and search for your current Location then click "Next".
- 7 If you know the dates you will be leaving the installation, select "Yes". Select "No" to skip to Organization Structures. \*Warning: You will have to have at least **one** Association without a start/end date on your Alert! profile to use this option.
- 8 Select your "Start Date" and "End Date". (Association is automatically removed from profile after the End Date).
- 9 Command Structure/Unit Identification Code (UIC):
  1. If you have an organization to update, please click on "Remove" on the old location to remove it from the list.
  2. Once removed click on "Yes" to add your current Organization, click "No" if you do not have an organization to add.
- 10 In the search field, type the military location or UIC, select your Command from the list, then select "Next".

11 If you know the dates you will be leaving the Organization, select "Yes". Select "No" to skip to Addresses. (Follow the previous steps to add Start Date and End Date)

12 Addresses:

1. If you have an address to update, please click on "Remove" to remove our old address.
2. If you would like to add a new physical address, select "Yes". Select "No" to skip to Additional Attributes.

13 Select Home or Work, your Country, then enter your physical address in their respective fields, then select from the drop down of your physical address. Once selected click on "Next" add the address. Select "No" to go to next section. (Select "Standalone" facility if your work location is physically located outside of a military base)

14 Additional Attributes:

1. If you have an Additional Attribute to update please click on "Remove" to remove your Attributes.
2. If you would like to add Additional Attributes to your Client profile, select "Yes". Select "No" to view and save the updates you have made.

15 Select the dropdown menu to choose an Additional Attribute from the list, then select "Next". If you need to add multiple Additional Attributes, follow the same steps.

16 Select "Save" to save your Associations.

17 **Contact Information:** (Phone/SMS)

1. Choose the Country then enter the phone number(s) into their respective fields. (Make sure to follow the proper phone number format).
2. To receive SMS/Text notifications, check the box next to "Receives Text Messages".
3. If you share a phone number with a colleague or family member, check the box next to "Shared/Non-Confirming".

18 Contact Information (Emails)

Choose the Email type (Work/Home) then enter the Email address in the respective field, then select "Save".

19 **Family Members:**

If you would like your family members to receive the same notifications as the primary account, select the "Family Members" link on the left of the Client Account Dashboard. Select "Yes" to add your family member's contact information.

20 Enter your family member's contact information (Phones/emails) and check the box at the bottom of the page, then select Save.

## Need Assistance?

Contact your Installation/Local USMC MNS Administrator to assist with any issues or questions. Local Administrators are most often a part of the Installation Protection or Emergency Management sections. The TACOM Helpdesk via email: [usarmy.detroit.devcom-gvsc.mbx.em2p-help-desk@army.mil](mailto:usarmy.detroit.devcom-gvsc.mbx.em2p-help-desk@army.mil) or by phone: (866) 515-0551.