



VT-ALERT General Users

Reference Guide

April 10, 2017

Purpose: This reference guide is intended to be used for the purpose of providing the general user with information that will enable the person to access desired alert messages.

- 1.)Log-in (Navigate to www.vtalert.gov)
- 2.)Select <u>Enroll</u> to Create a VTALERT Account or Click <u>Log In</u> to access your account.

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Log In Enroll Alerts Services Map FAQ To receive emergency alerts click the button below to create an account.	
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3.) If you are enrolling for the first time, please follow the next steps.

- a. If you are enrolling for the first time, make sure you fill in or check the required boxes, especially "What is your desired Alerting Area?" This will set your geographic location for all warnings. You can then choose which warning you'd like to receive.
- b. If you have established an account, but need to add a location or warning set, Login to your VTAlert account at <u>www.vtalert.gov</u>

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Add Location 🕂							
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Town of Brattleboro Private Group Pending Membership Approval							
City of Durlington							1

c. Select "Add Location"

- d. Type in a name for your location, in the example "Montpelier" was chosen.
- e. Choose you location type, you can use your street address, or simply choose "Jurisdiction"



- f. Choose State "Vermont", Choose County "Your County", Choose Township "Your Town"
- g. Check the box next to the type of warning you want to receive alerts on, example: Transportation & Vtrans Alerts
- h. Click Save.

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		Nuclear Power Plant Information							
		Press Releases & Publications							
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i. Choose Add Set

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Montpelier - Montpelier, Washington County, Vermont Transportation & VTrans Alerts		<u> </u>	Account Status						
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- j. Type in a name, in example "Winter Parking Ban" was typed.
- k. Choose the schedule that you want to receive these alerts/warnings.
- I. Choose the category of the alert/warning, in the example shown "Transportation" was chosen by checking the box.

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		Monday through Friday 6:00 PM to 6:00 AM									
		Saturday and Sunday 6:00 PM to 6:00 AM Monday Through Friday 24 Hours									
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		6AM-9am and 3pm-6pm Monday through Friday									
		(12x7) Every Day, 6:00 AM to 6:00 PM	/								
		(12x7) Every Night, 6:00 PM to 6:00 AM									
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		□ Law / Security		>							
		Medical and Public Health		>							
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		□ Other		>							

- m. Choose severity, in example shown "Minor" was selected.
- n. Choose sub-category, in example shown "Snow Emergencies" was checked.

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	Sub-Category	 Air Crash / Accident Aircraft Emergency Aircraft Hijacking Airway Disruption or Delay Commercial Roadway Collision / Accident Commercial Water Transport Collision / Accident Driving Advisories Mass Transit Disruption or Delay Rail Crash / Accident Rail Crash / Accident Rail Hijacking Railway Disruption or delay Roadway / Collision / Accident Roadway Disruption or Delay Roadway Emergency Roadway Hijacking Snow Emergencies Transportation - Not Otherwise Categorized Versel Hijacking 							

- o. Choose the location, in example shown "Montpelier" was selected.
- p. Click Save



- 4.) To Login to your established account
- 5.) Enter your email address/username and password.

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		Edit Imported Account	

6.)Review/Modify your "My Account" information as needed to include Alerting Locations and Warning Sets.

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7.) Alerts and Press Releases Screen



8.) VTALERT Map



- 9.)To Manage Your Contact Information, Locations, Warning Sets, and when you will receive the alerts, go back to #3.
- 10.) To search for active, archived, different jurisdictions, for alerts and press releases, click on the search icon.



11.) VT-Alert – Frequently Asked Questions.

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VT-ALERT	
Frequently Asked Questions	
► How do I customize which alerts I receive?	
▶ I'm going on vacation. Can I pause alerts?	
▶ I missed my contact verification. Can it be rescheduled?	
▶ I'm not by my phone. Can I schedule when the verification call happens?	
What should I do if I never received my enrollment confirmation email?	
► How do I change my username and password?	
► I forgot my password how do I retrieve it?	
▶ I have an imported account. How do I log in?	
My Cell Carrier is not in the drop down. What should I do now?	

This concludes the process to login and use VT-ALERT.

