



VT-ALERT General Users

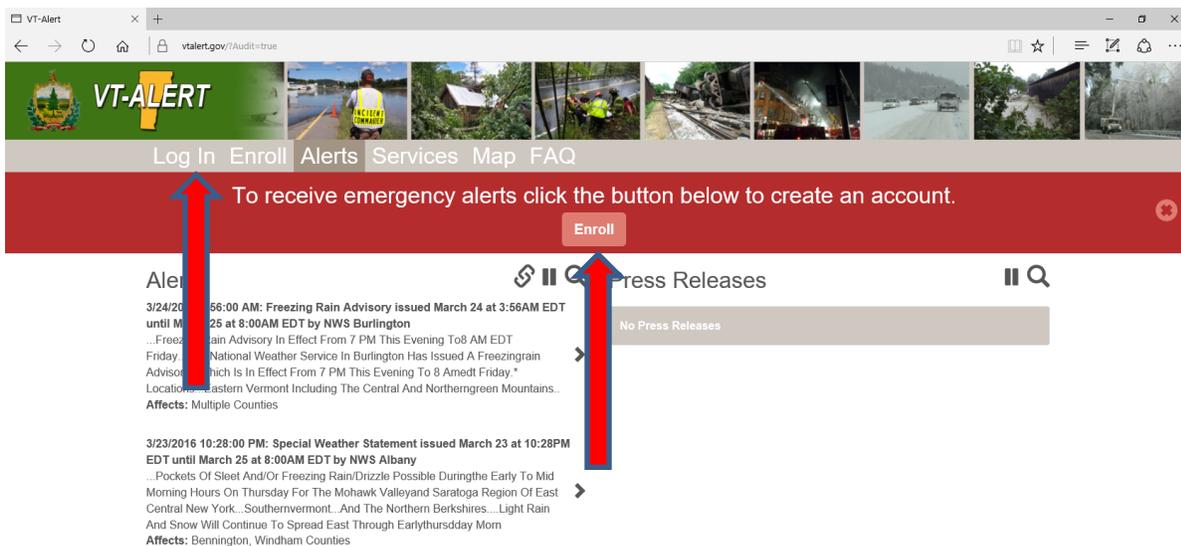
Reference Guide

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.

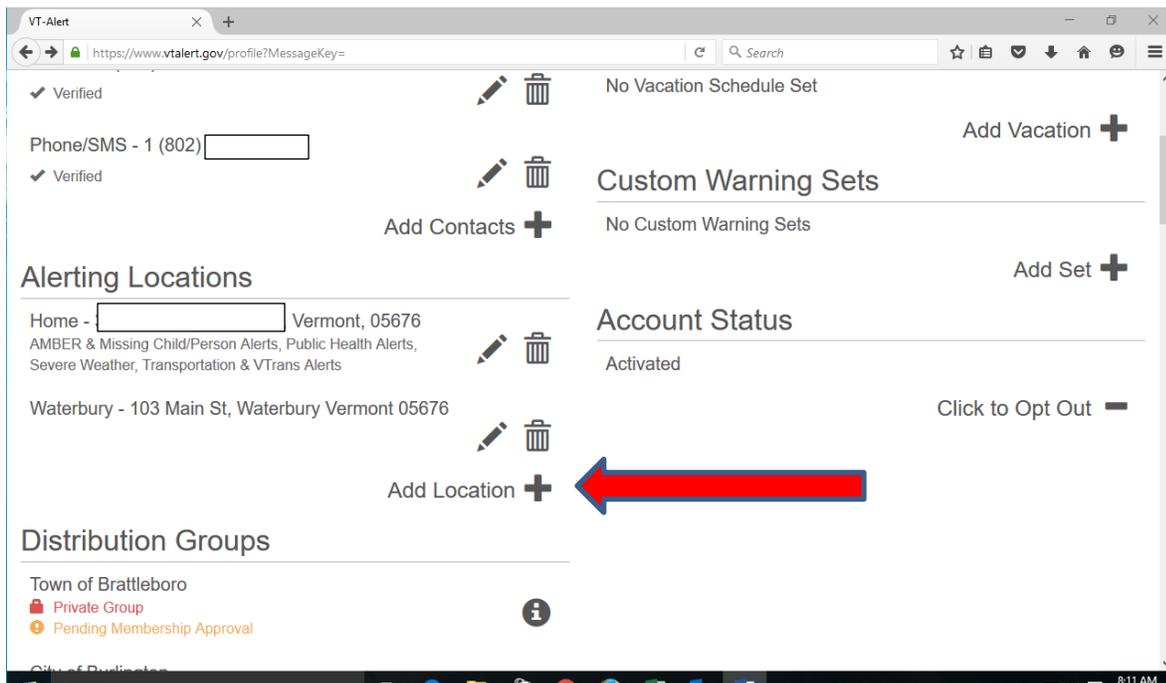
1.) Log-in (Navigate to **www.vtalert.gov**)

2.) Select **Enroll** to Create a VTALERT Account or Click **Log In** to access your account.

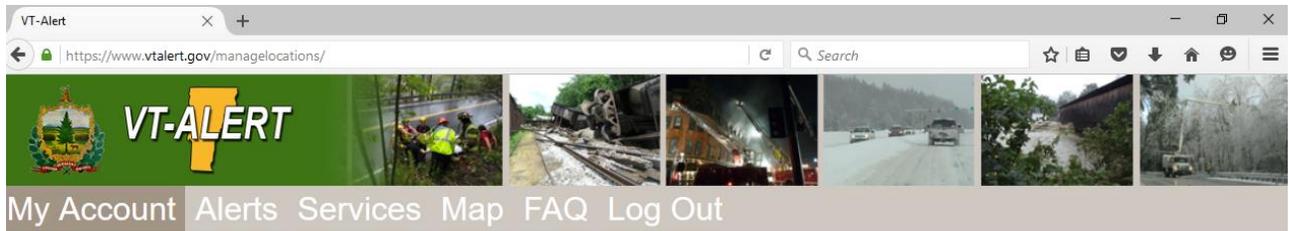


3.) If you are enrolling for the first time, please follow the next steps.

- 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 VTAAlert account at www.vtalert.gov
- 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”



Manage Locations

Location Name: Montpelier

Location Type: Select a type

- Select a type
- Street Address
- Map Point
- Jurisdiction
- Zip Code
- Marine Zone

- 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.

Location Name: Montpelier

Location Type: Jurisdiction

State: Vermont

County: Washington

Township: Montpelier

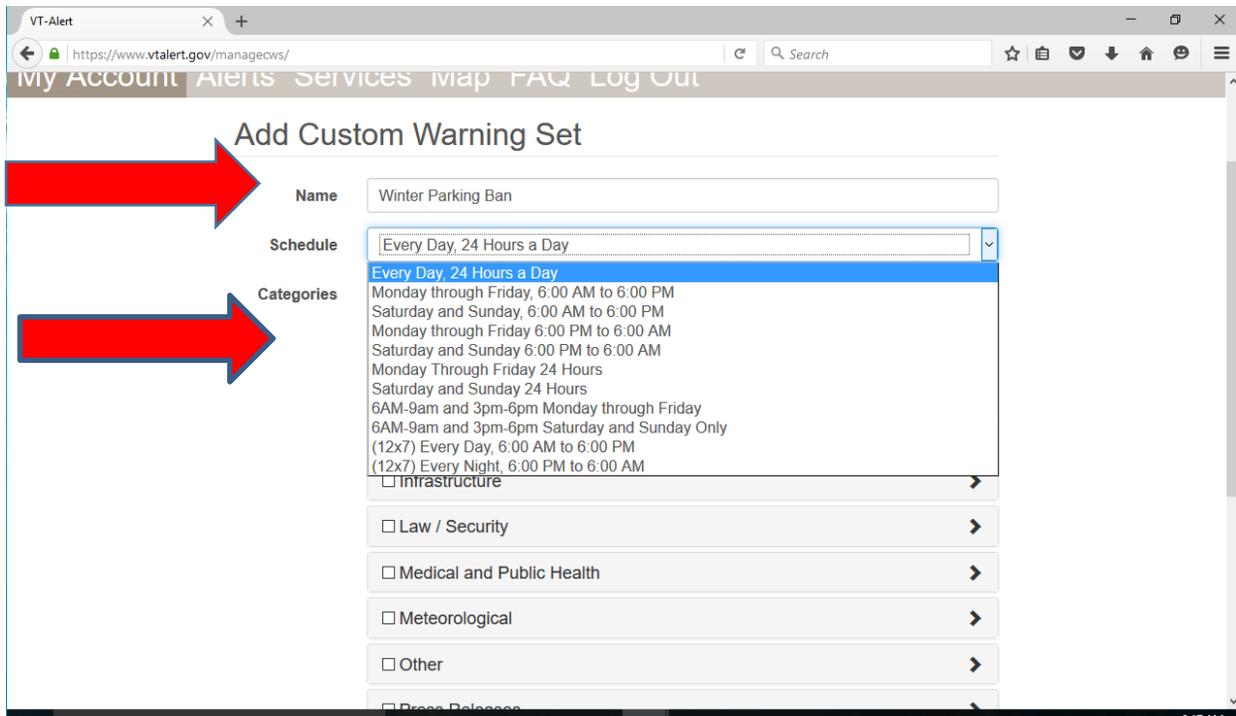
- AMBER & Missing Child/Person Alerts
- Consumer Protection Issues
- Sex Offender Re-Location Alerts
- Earthquakes
- Missing Adult
- Nuclear Power Plant Information
- Press Releases & Publications
- Public Health Alerts
- Severe Weather
- Transportation & VTrans Alerts

Save

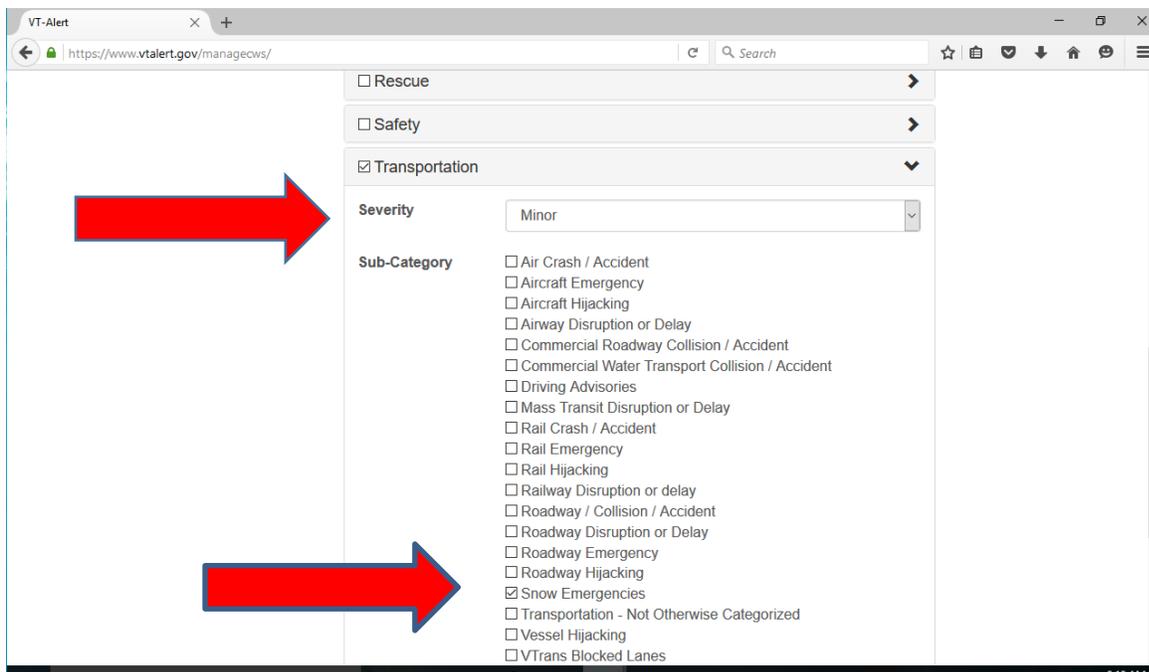
i. Choose Add Set

The screenshot shows the VT-Alert user profile page. The browser address bar displays 'https://www.vtalert.gov/profile'. The navigation bar includes 'My Account', 'Alerts', 'Services', 'Map', 'FAQ', and 'Log Out'. The page is divided into two columns. The left column contains 'Contacts' and 'Alerting Locations'. The right column contains 'Profile Information', 'Vacation Schedule', 'Custom Warning Sets', and 'Account Status'. A red arrow points to the 'Add Set +' button in the 'Custom Warning Sets' section.

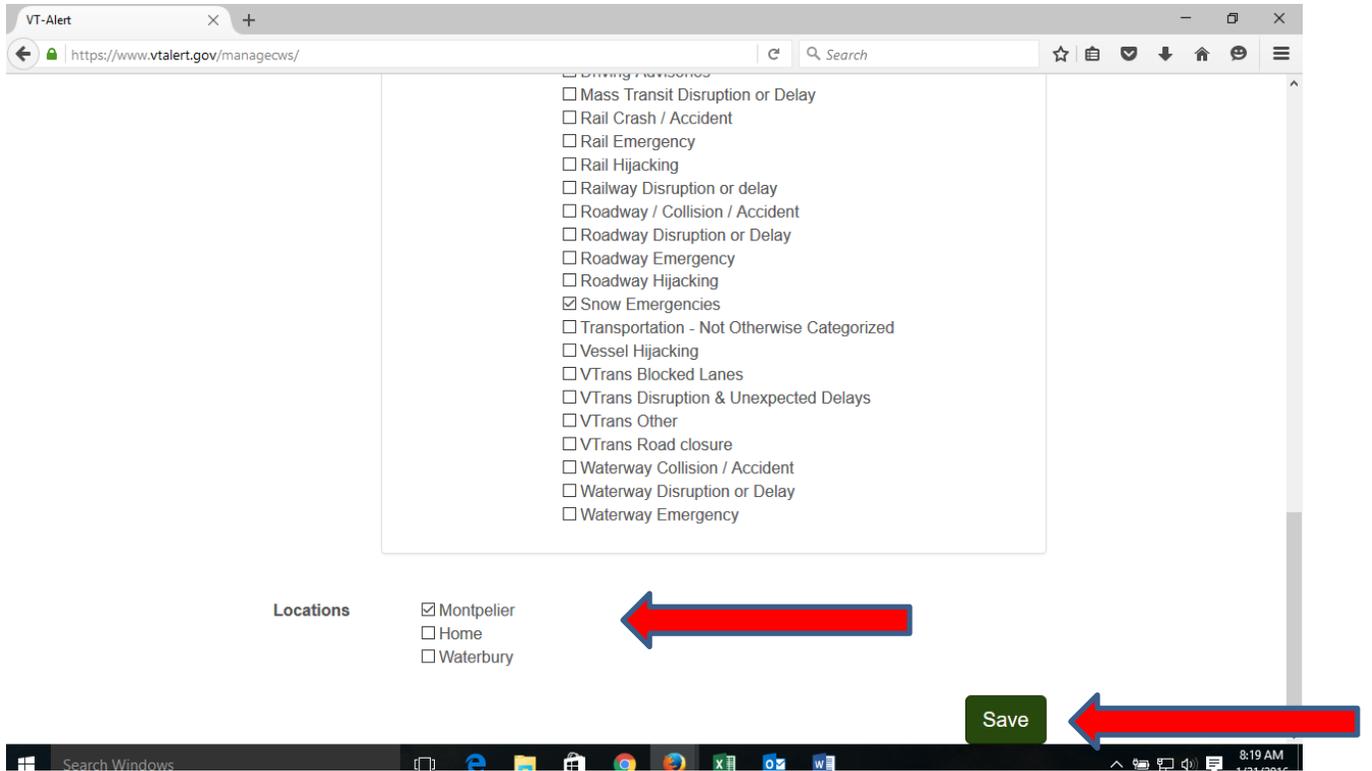
- j. Type in a name, in example “Winter Parking Ban” was typed.
- k. Choose the schedule that you want to receive these alerts/warnings.
- l. Choose the category of the alert/warning, in the example shown “Transportation” was chosen by checking the box.



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

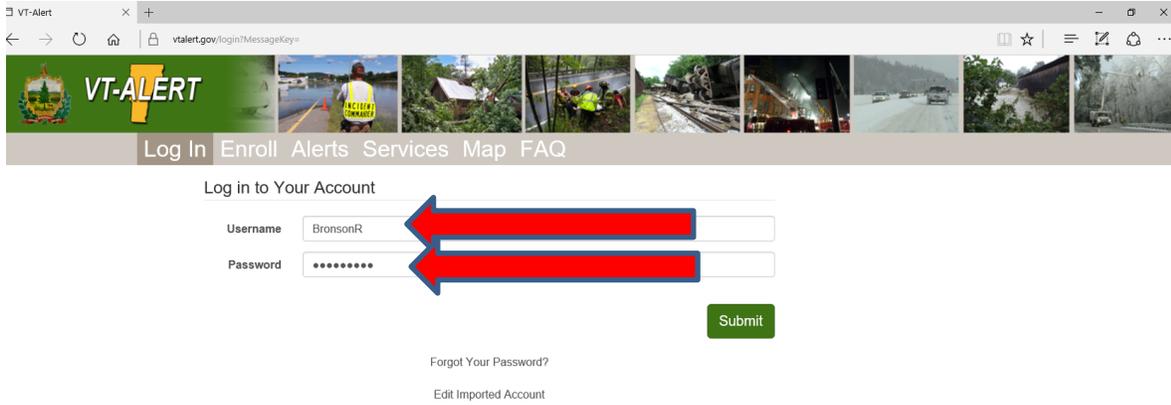


- o. Choose the location, in example shown "Montpelier" was selected.
- p. Click Save

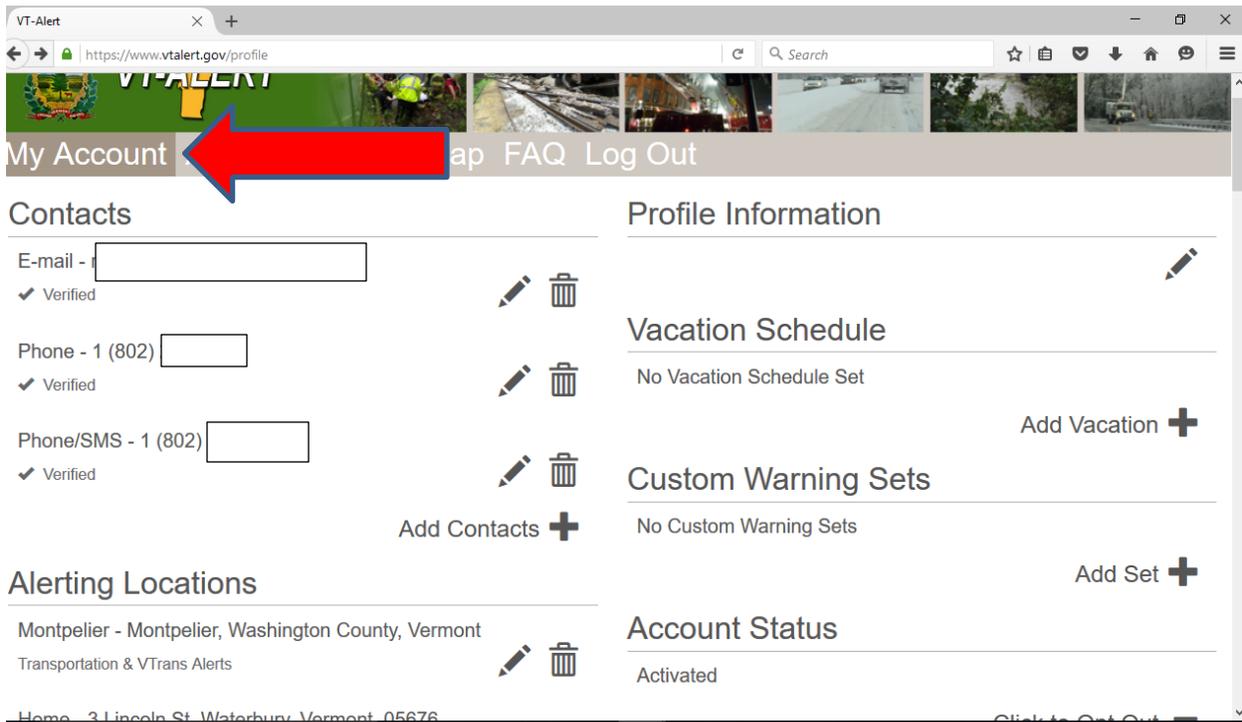


4.) To Login to your established account

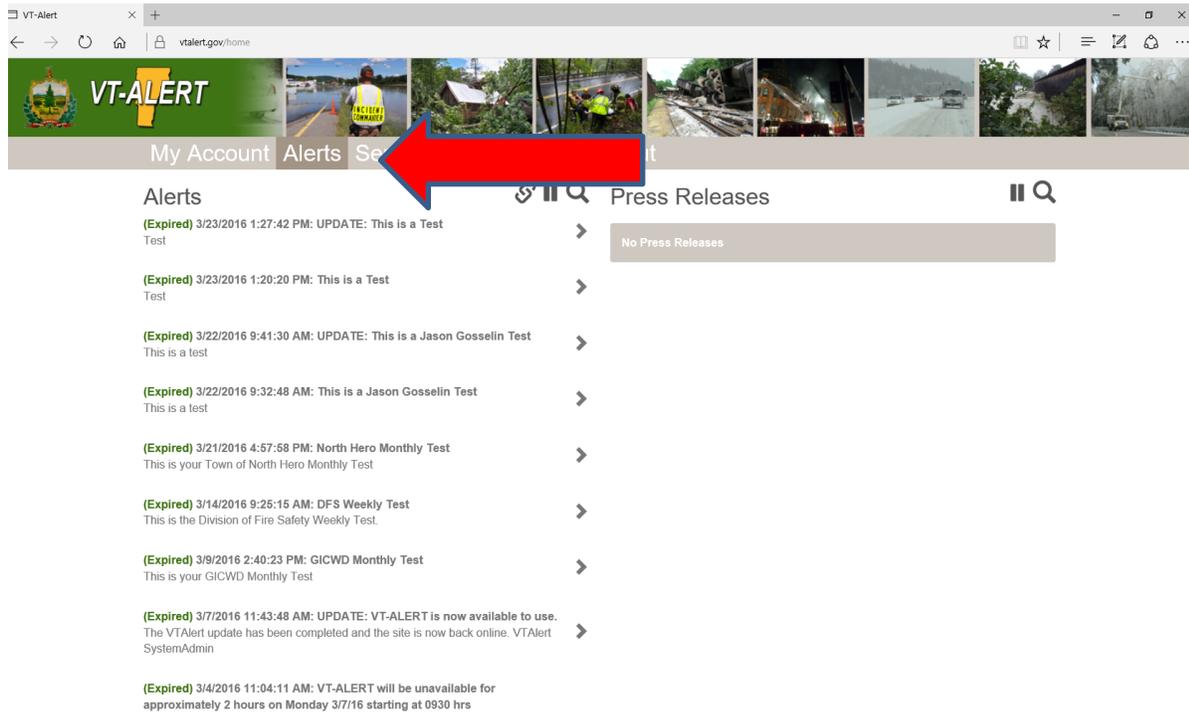
5.)Enter your email address/username and password.



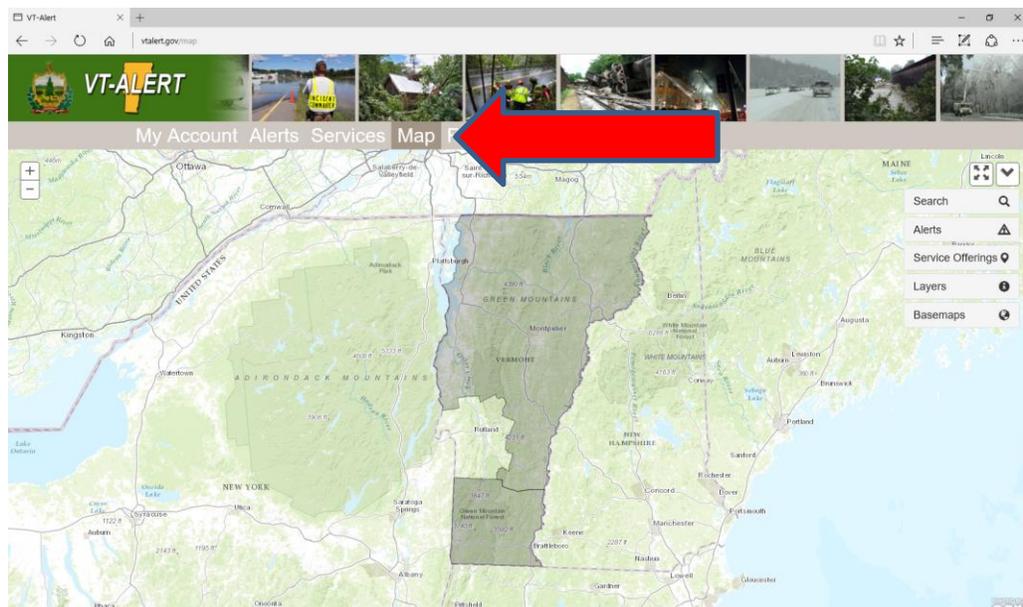
6.) Review/Modify your “My Account” information as needed to include Alerting Locations and Warning Sets.



7.) Alerts and Press Releases Screen

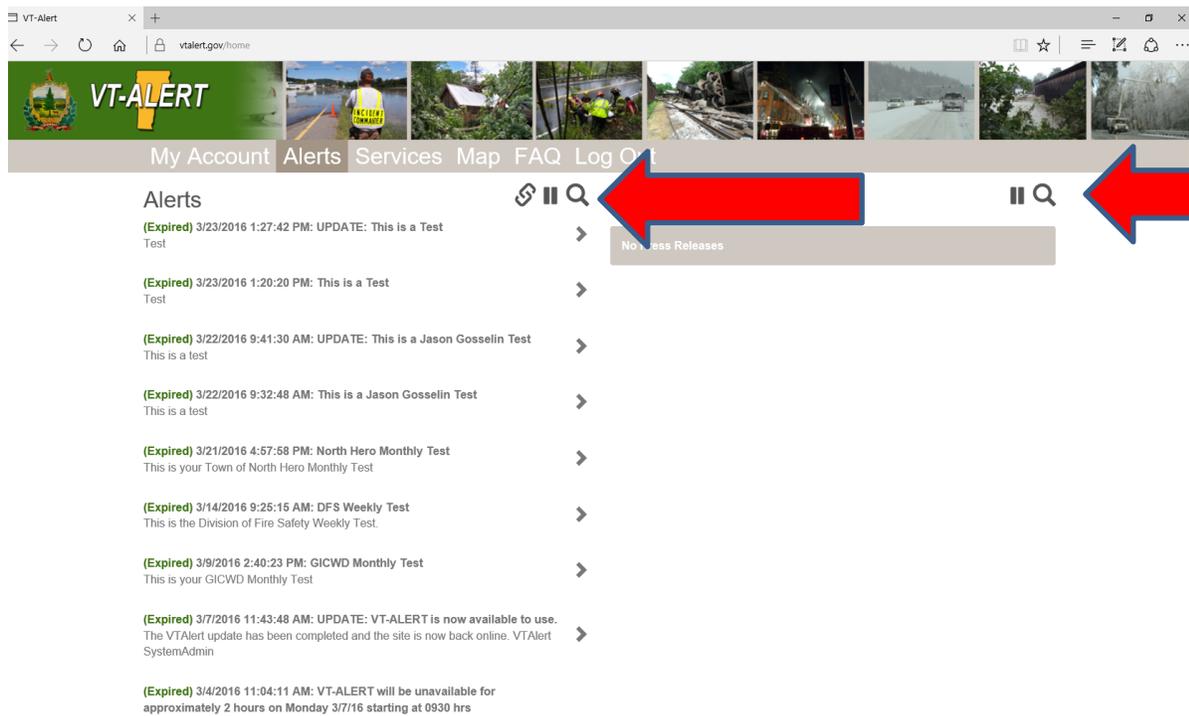


8.) VTALERT Map

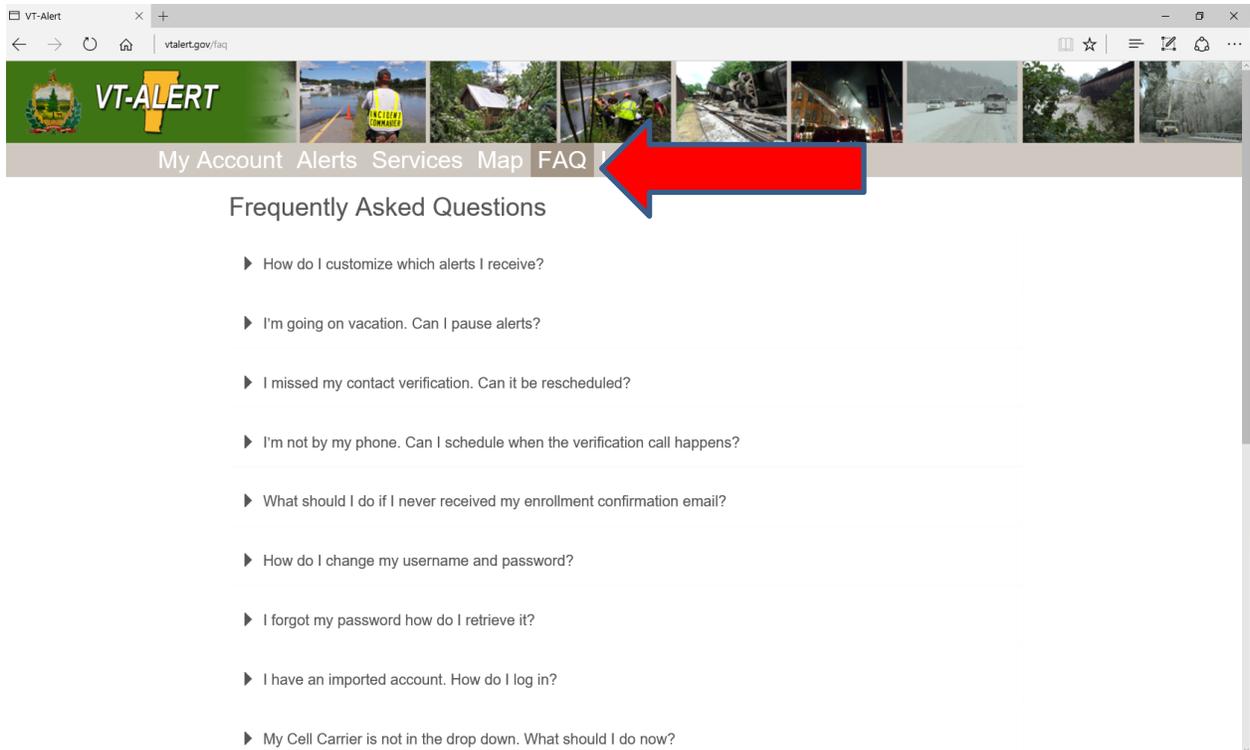


9.) To Manage Your Contact Information, Locations, Warning Sets, and when you will receive the alerts, go back to #3.

10.) To search for active, archived, different jurisdictions, for alerts and press releases, click on the search icon.



11.) VT-Alert – Frequently Asked Questions.



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

