

IMCOM-E SPONSORED ACCOUNT MASS WARNING AND NOTIFICATION SYSTEM

End User Self-Service Registration



OVERVIEW

The IMCOM-E Mass Warning Notification system is part of an enterprise solution for individuals who are not able to access the primary system. End Users (i.e. Users) access the IMCOM-E MWN system via a sponsor with a Common Access Card (CAC). Users must manually register emergency contact information in order to receive emergency notifications via e-mail, telephone, text message, and mobile app. Users are under no obligation to provide information, it is purely voluntary to register.

Follow the steps below to register and manage the ways in which Alert messages may contact you.

CONTACT EM2P TECHNICAL SUPPORT

DSN: (312) 867-3365

Direct Dial: (443) 456-7568

Toll free from Germany: 0800.184.4939

Toll free from Belgium: 0800-268-66

Toll free from Italy: 800-877-441

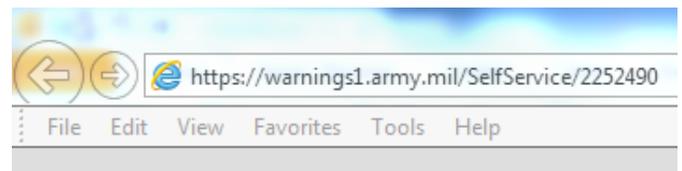
E-mail: EM2Phelpdesk@leidos.com

ACCESSING SELF-SERVICE

Open Internet Explorer and type <https://warnings1.army.mil/SelfService/2252490> into the address bar.

Hit **Enter** to load the webpage. (**Step 1**)

STEP 1

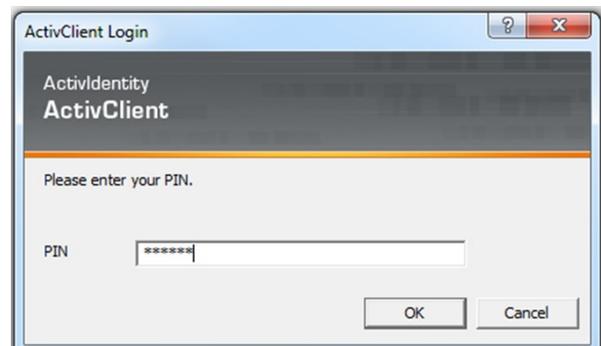
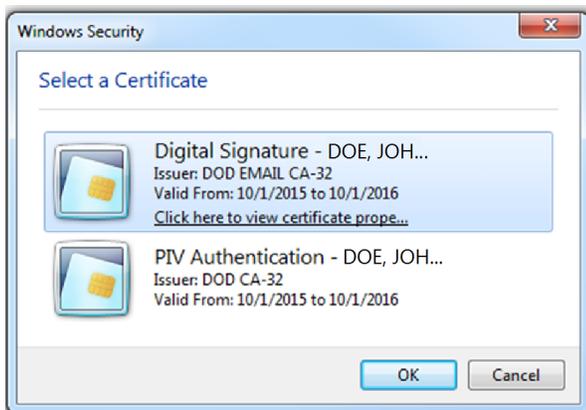


The Windows Security window will open prompting to select a Certificate.

Select the *DoD Email certificate* and click **OK**.

Enter your Pin if prompted by ActivClient and click **OK**. (**Step 2**)

STEP 2



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BASIC INFO

Internet Explorer will launch and open to the My Profile tab of the Self-Service portal. The Username field is pre-populated with the EDIPI or DoD ID number from the rear of the CAC.

Enter your *First Name* and *Last Name* in the labeled text boxes.

Select the Installations you want to receive alerts from in **Include Alerts From** Drop Down List. **(Step 3)**

STEP 3

The screenshot shows the 'My Profile' page with the 'Basic Info' section. The 'Include Alerts From' dropdown menu is open, showing a list of installations with checkboxes. The 'Phone - Work', 'Phone - Home', and 'Text Messaging' fields are empty.

Field	Value
Username *	1234567890
Created On	03/04/2016 19:34:25
First Name	JOHN
Last Name	DOE
Include Alerts From	USAG Ansbach, USAG Bavari... (dropdown open)
User ID	2253963
Phone - Work	
Phone - Home	
Text Messaging	

NUMBERS

Contact information is voluntary, but required to receive notifications.

Enter a *phone number* in the **Phone - Work**, **Phone - Home**, **Phone - Mobile**, and **Text Messaging** device fields.

Calls originate from the United States and must include international access (011) and country code. The system will warn that the format is not valid. Click **Accept as is!** **(Step 4)**

The system will not assume your Phone Mobile number will be your Text Messaging number. *You must enter a Text Messaging number if you want to receive text alerts.*

STEP 4

The screenshot shows the 'Numbers' section of the 'My Profile' page. The 'Phone - Work', 'Phone - Home', 'Phone - Mobile', and 'Text Messaging' fields are filled with phone numbers. Each field has a red border and a message below it: 'Input format is not valid. Accept as is!'.

Field	Value
Phone - Work	01149-9762456781
Phone - Home	01149-1526547012
Phone - Mobile	01149-1527896325
Text Messaging	01149-1527896325

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ONLINE ADDRESSES

Contact information is voluntary, but required to receive notifications.

Enter a *valid email address* in the Email - Work and Email - Home device fields. (Step 5)

STEP 5

Online addresses

Email - Work	<input type="text" value="john.e.doe.civ@mail.mil"/>	Email - Home	<input type="text" value="john.doe@gmail.com"/>
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PHYSICAL ADDRESSES

The Physical Address section is where Users can enter their home and/or work address. This allows System Operators to target users based on the geographic location that are entered by User at registration.

Enter your home and work addresses in the applicable text boxes. The system will accept street, number, city, postal code, and Country (Step 6)

STEP 6

Physical addresses

Home Location	<input type="text" value="Neukirchener Str. 71, 91522 Ansbach, Germany"/>	Work Location	<input type="text" value="Von-Steuben-Str. 33 91522 Ansbach, Germany"/>
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Click the *Save button* when complete to save the changes. (Step 7)

STEP 7

Navigation bar: Inbox, My Profile, USAREUR IMCOM-E EN... (2252490) | ? | 1234567890

My Profile

Buttons: Cancel, Save