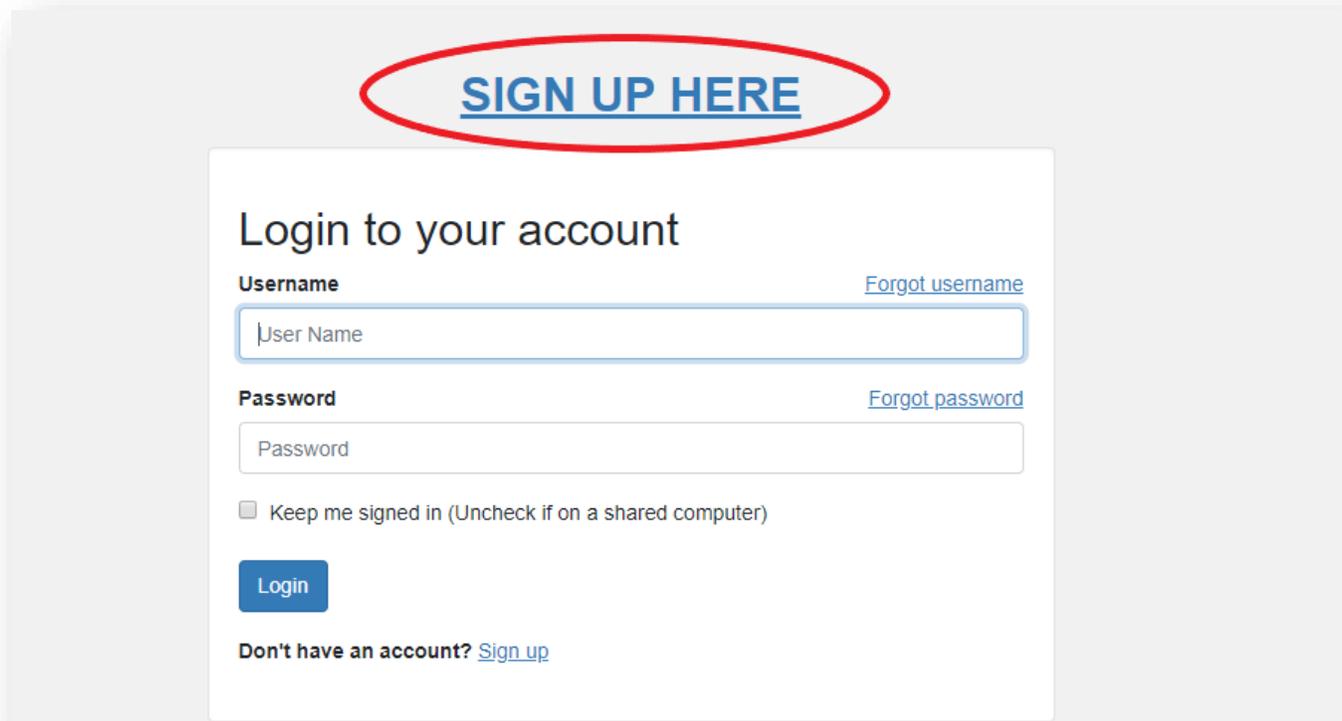


ALERT Collier Public Portal Self-Registration Tutorial

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Alert Collier Self-Registration Instructions

1. To access the self-update portal, please click www.CollierCountyFL.gov/AlertCollier.
2. If this is your first time utilizing the Alert Collier portal; click on the blue "Sign Up Here" link.



[SIGN UP HERE](#)

Login to your account

Username [Forgot username](#)

Password [Forgot password](#)

Keep me signed in (Uncheck if on a shared computer)

[Login](#)

Don't have an account? [Sign up](#)

ALERT Collier Public Portal Self-Registration Tutorial

3. Create a User Name, Password, and Security Question/Answer. Click on "Create Account"

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](#)

Create Your Account >

ALERT Collier Public Portal Self-Registration Tutorial

4. Select your time zone (Use "GMT -5:00 Eastern Standard Time America/New_York" if you reside in Collier County, FL full-time, or applicable time zone if you want to register based on a different time zone). Provide methods for the system to contact you. NOTE: "Text" and "Mobile" are usually the same phone number. Make sure that "Primary Text" is the same as "Primary Mobile", etc.

Profile Locations Information Review

My Profile

*First Name

*Last Name

Middle Initial

Suffix

*Registration Email

Time Zone

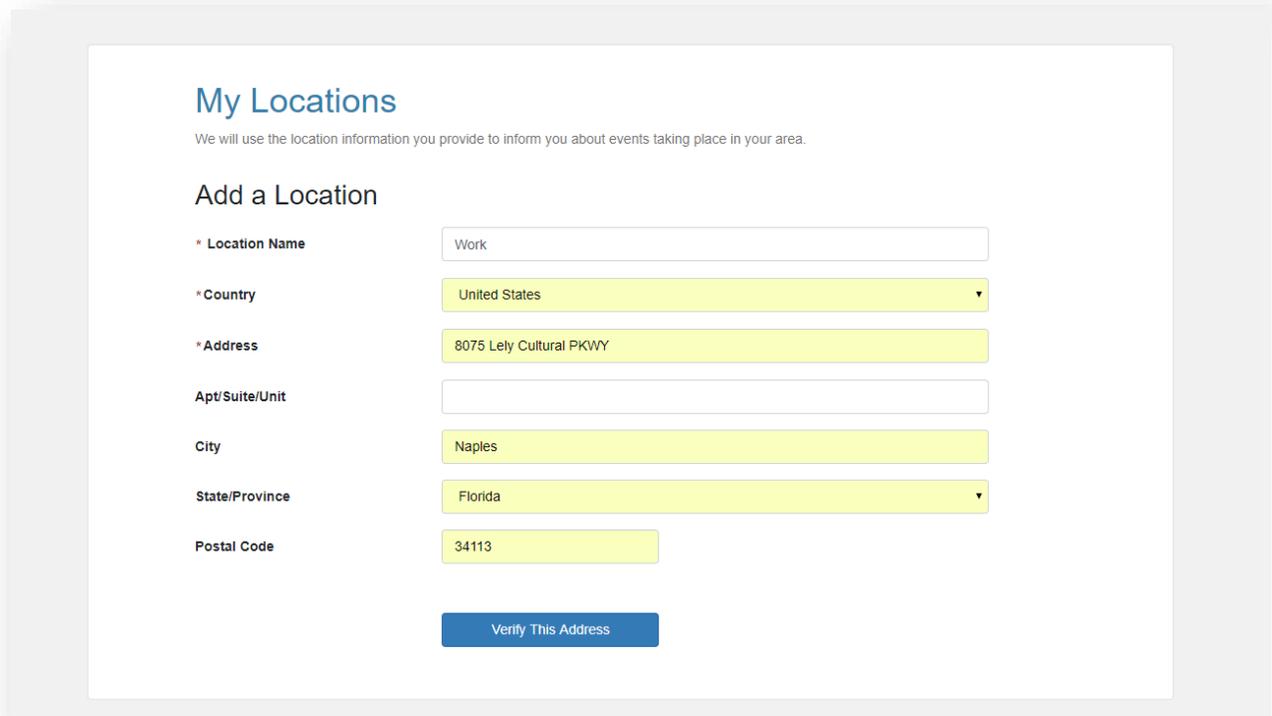
Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

<input type="checkbox"/> <input type="checkbox"/> 1) Primary Text	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 2) Secondary Text	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 3) Primary Email	<input type="text" value="billy0483lang@gmail.com"/>	
<input type="checkbox"/> <input type="checkbox"/> 4) Secondary Email	<input type="text" value="email@email.com"/>	
<input type="checkbox"/> <input type="checkbox"/> 5) Primary Mobile	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 6) Secondary Mobile	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 7) Home Phone	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 8) Business Phone	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
		Ext <input type="text" value="5555"/>
<input type="checkbox"/> <input type="checkbox"/> 9) TTY/TTD	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>

ALERT Collier Public Portal Self-Registration Tutorial

5. Add a location that is important to you. In the “*Location Name”, enter the location name, such as “Home”, “Work”, “School”, etc. Click “Verify This Address”.



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**

* **Country**

* **Address**

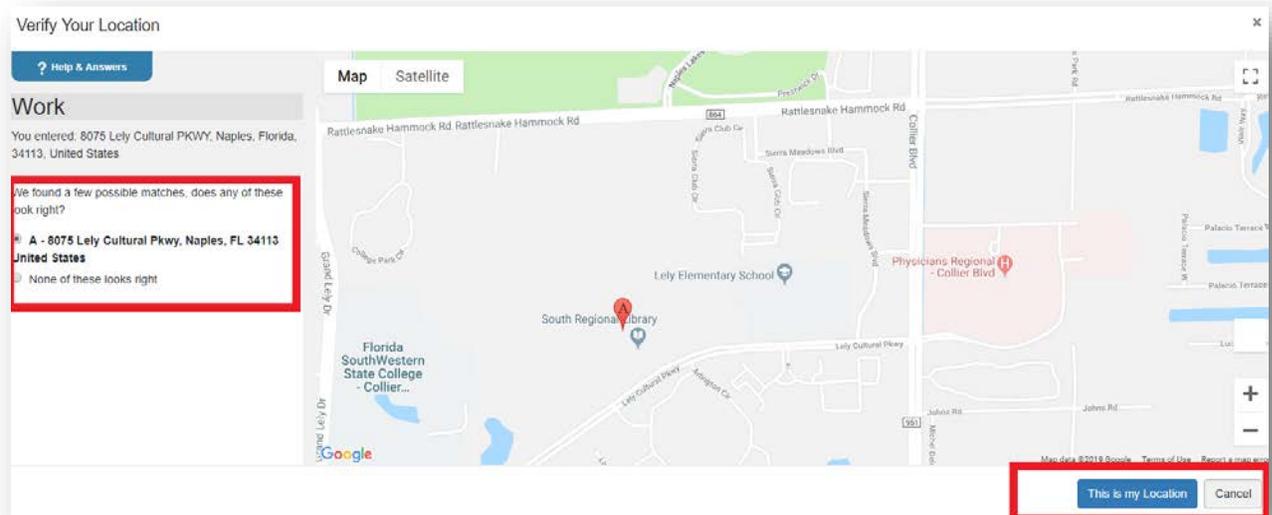
Apt/Suite/Unit

City

State/Province

Postal Code

6. Verify that the address by choosing the correct address listed (see left side of screen) and then click on “This is my Location” (lower right hand side of pop-up screen).



Verify Your Location

[? Help & Answers](#)

Work

You entered: 8075 Lely Cultural PKWY, Naples, Florida, 34113, United States

We found a few possible matches, does any of these look right?

- A - 8075 Lely Cultural Pkwy, Naples, FL 34113 United States
- None of these looks right

ALERT Collier Public Portal Self-Registration Tutorial

- If desired, the next screen will allow you to add another location. Once all locations have been added, click on "Save & Continue".

Please complete all registration pages to receive accurate notifications.

Profile > **Locations** > Information > Review

My Locations

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

Location Name	Address	
Work	8075 Lely Cultural PKWY	Edit Delete View on Map

- Alert Collier includes National Weather Service Weather (NWS) Alert Subscriptions. To prevent "over-messaging", we have preloaded a minimum number of alert types. The feature provides the ability to set a quiet time. NOTE: Due to severity and unpredictable nature of tornados, Collier County Emergency Management can override quiet times for tornado warnings issued by NWS.

Please complete all registration pages to receive accurate notifications.

Profile > **Subscriptions** > Information > Review

My Subscriptions

Choose what you want to be informed about.

Alert Subscriptions

Weather

Severe (1)

Weather and Hazard Alerts Settings

Don't contact me between:

09:00 ▼ PM ▼ and 08:00 ▼ AM ▼

(GMT -5:00)Eastern Standard Time(America/New ▼

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

ALERT Collier Public Portal Self-Registration Tutorial

9. Complete the "My Information" Section. Answer every question as accurately as possible.

Please complete all registration pages to receive accurate notifications.

Profile > Locations > **Information** > Review

My Information

*Residence Type: Single-Family/Multi-Family Home

*Primary Language: English

Save & Continue >

10. Review your information. Click on "I'm not a robot" within the "My Profile Section of the screen and then click "Send Test Notification". This will allow you to verify that the system works. Click "Finish".

Review the information you entered

You will be able to edit it any time.

My Profile [Edit](#)

Username: [REDACTED]

First Name: william

Last Name: lang

Registration Email: [REDACTED]

Primary Email: [REDACTED]

I'm not a robot  [Privacy - Terms](#)

Send Test Notification

My Locations [Edit](#)

Work: 8075 Lely Cultural PKWY

My Information [Edit](#)

Residence Type: Single-Family/Multi-Family Home

Primary Language: English

Finish

ALERT Collier Public Portal Self-Registration Tutorial

11. You are finished! Your account is now created. Click on the "Home" link (upper right-hand side of screen), to return to the Alert Collier Employee Registry Home Page. Save the home page to your favorites.

