ALERT Collier Public Portal Self-Registration Tutorial

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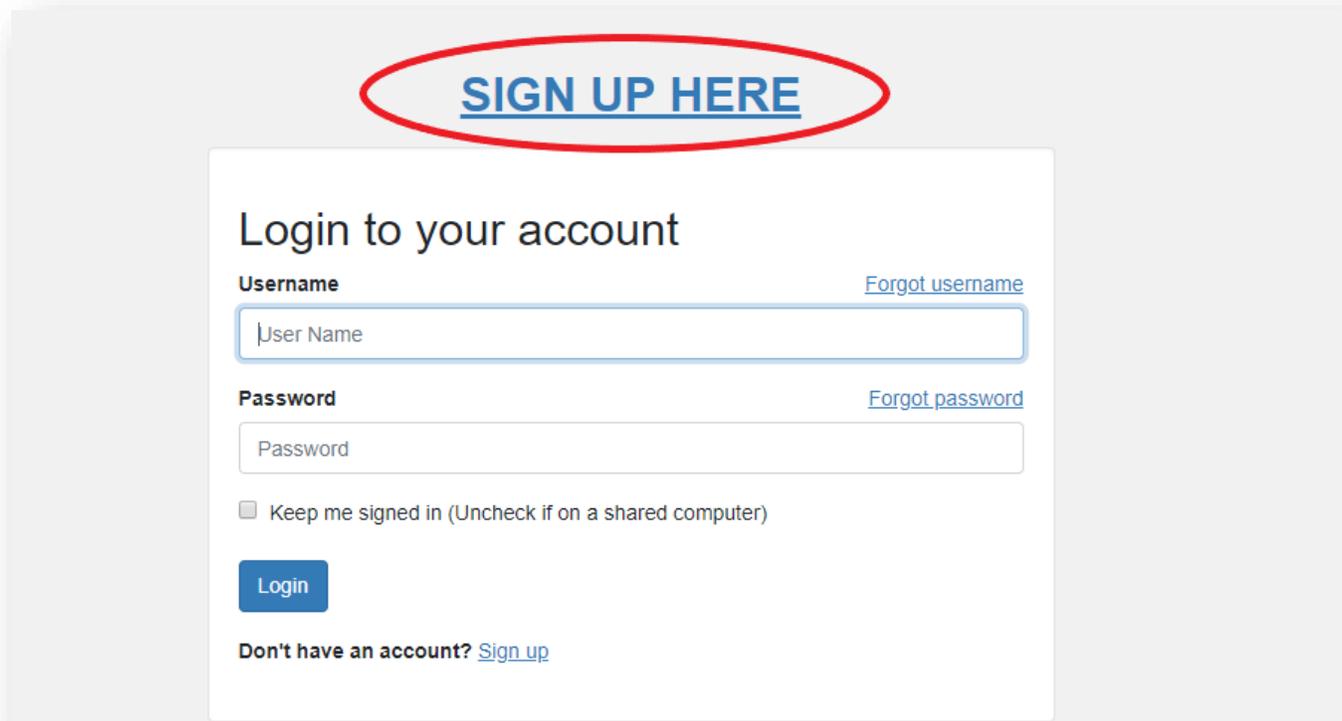
3. Create a User Name, Password, and Security Question/Answer. Click on "Create Account"

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**   william

* **Last Name**   lang

* **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**   What is your maternal grandmother's maiden name?

* **Answer**

Registration Email

☐ I accept the Terms of Use

[**Create Your Account >**]

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.

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".
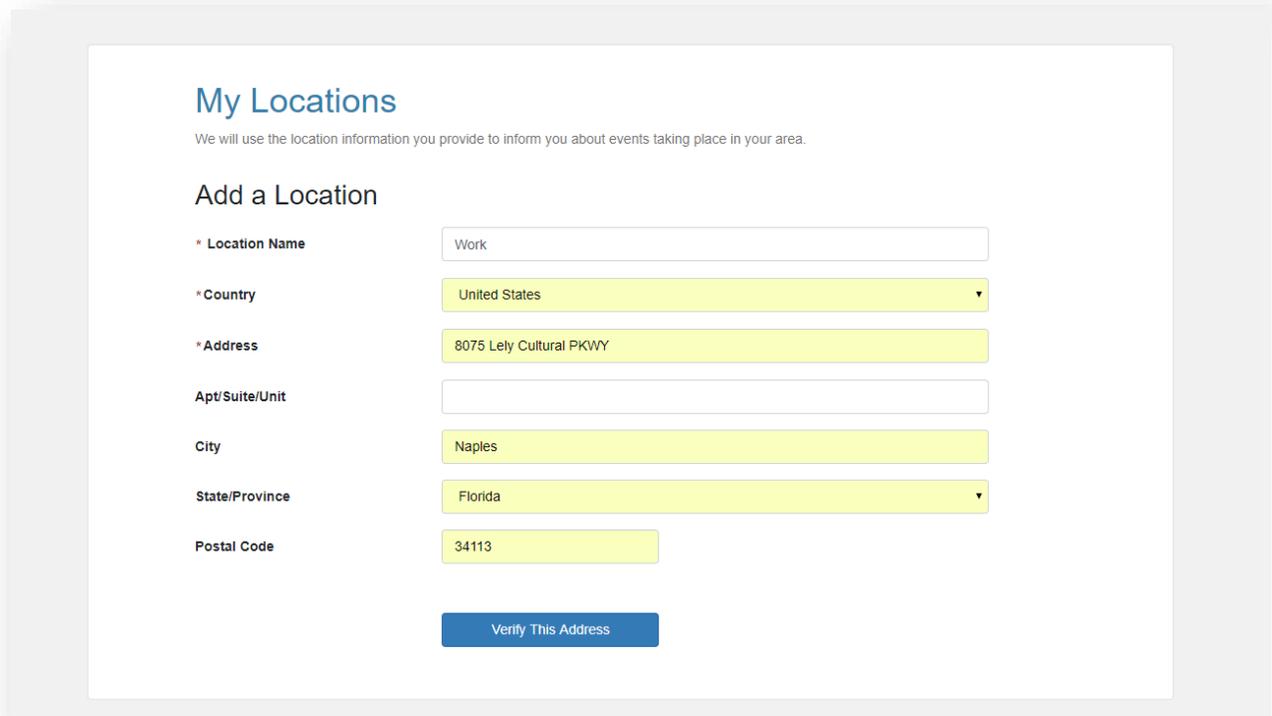
6. Verify that the address by choosing the correct address listed (see left side of screen) and then click on "This is my Location" (lower right hand side of pop-up screen.
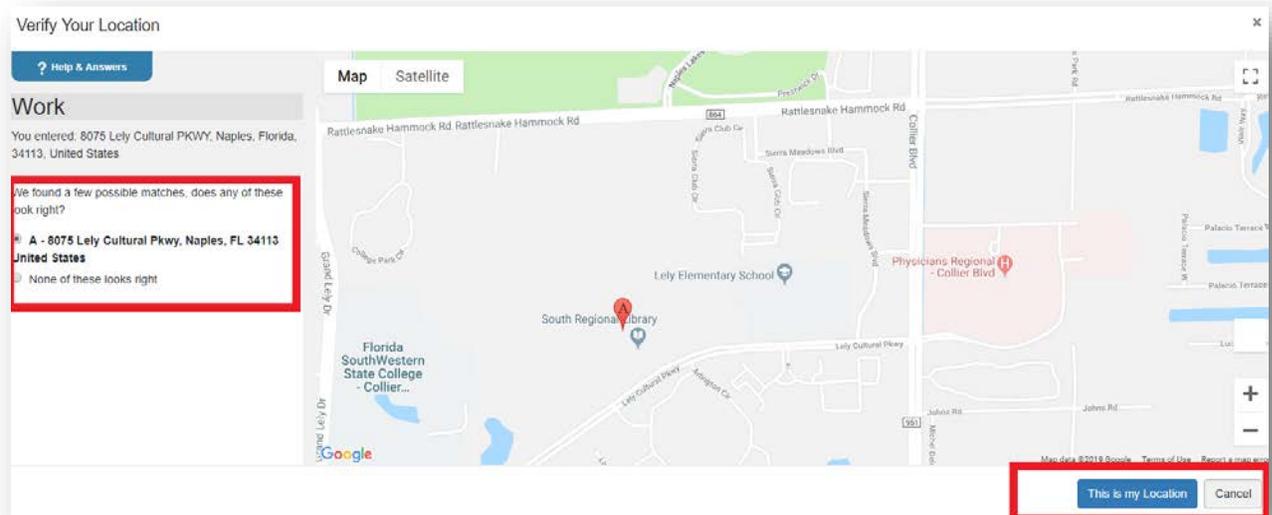
7. If desired, the next screen will allow you to add another location. Once all locations have been added, click on "Save & Continue".

8. 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.

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

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".

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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.