

SIGN-UP INSTRUCTIONS FOR THE NE KANSAS NOTIFICATION SYSTEM

Go to <http://dgcoks.org/emails>

Scroll to the bottom of the page, and click **CLICK HERE TO SIGN UP**.

Sign Up:

- Create a 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.
- Enter your First and Last Name.
- Create a Password
 - Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # \$ % ^ & * ()
- Select a Security Question and Answer.
- Enter a Registration Email Address. This address is used to send temporary passwords.
- Accept the Terms of Use by checking the box
- Click **Create Your Account**

My Profile:

After creating your user name and password, you'll be brought to a page where you can complete your profile. Your first and last name and your registration e-mail are carried over.

Here's How to Contact Me:

Enter how you want to receive alerts (SMS text messages, email, mobile phones, landlines, etc.). The order of these contact paths will be the order we will try and reach you in the event of an emergency.

- Entering a phone number under **Mobile, Home** or **Business Phone** will allow you to receive a phone call via those methods.

My Locations:

In this section you'll name/describe your location(s) (home, work, day care, etc.). You can register as a resident or business.

The system sends alerts based on a geographical location. Insert up to five addresses for which you want to receive an alert if the location is affected by an incident or upcoming event.

Use your company name for first and last name if registering a business.

After entering your address, click **Verify This Address** to confirm it shows up correctly on the map. Once confirmed, click **This is my Location**.

Click **Add Another Location** to add your next address. If you are done, click **Save & Continue**.

My Alert Subscriptions:

Sign Up for Alerts

Select which **Weather Alerts** you want to receive (these will be based upon your location(s) entered).

To ensure you receive emergency alerts from Douglas County, please check the box next to **-Douglas County Notifications-**.

For general emergencies, click **Douglas County Emergency Alerts**.

For updates on Vaccinations, be sure to click **Douglas County Vaccination Updates**.

Review the Information you entered!

You can make any edits to your account here. Click **Finish** to complete your registration. Congratulations!

Make Account Changes

Login at any time you want to change your settings.