



Editing Your Agency Imported  
Account – 4.0

To edit your Agency/Organization Imported account, start by going to [WWW.NYAlert.GOV](http://WWW.NYAlert.GOV) and select “Log In” on the gold menu bar.

NEW YORK STATE  
Services News Government Local

NEW YORK STATE  
NY-Alert  
A Division of ITS

Log In Enroll Alerts Services Map FAQ Orders of Protection Radiological

To receive emergency alerts click the button below to create an account.

Enroll

Alerts

9/18/2015 7:43:34 AM: Rte 366 EB/WB between Game Farm Rd and Mount Pleasant Rd, Town of Dryden, closed due to an accident at 7:40 am for up to 2 hours. Tompkins County.  
Rte 366 EB/WB between Game Farm Rd and Mount Pleasant Rd, Town of Dryden, closed due to an accident at 7:40 am for up to 2 hours, Tompkins County.  
Affects: Tompkins County

9/18/2015 7:01:24 AM: ROAD CLOSURE: I-84 E/B -at Exit 11 Due to an accident for up to 6 hours C/Beacon - Dutchess Co.  
ROAD CLOSURE: I-84 E/B -at Exit 11 Due to an accident for up to 6 hours C/Beacon - Dutchess Co. R/08-042  
Affects: Dutchess, Orange, Putnam Counties

9/18/2015 5:48:38 AM: Rte 40 NB/SB at Rte 67 in the Town of Schaghticoke is Closed due to downed tree's and wires at 5:40am-Rensselaer Co.  
Rte 40 (Hemstreet Side) NB/SB at Rte 67 in the Town of Schaghticoke is Closed due to downed tree's and wires at 5:40am-Rensselaer Co.  
Affects: Rensselaer County

Announcements

Welcome to NY Alert!

Press Releases

9/14/2015 8:07:00 AM: Governor Cuomo proclaims Sheriff's Week  
Niagara County, NY - Governor Cuomo has proclaimed the week of September 14, 2015 to be Sheriff's Week in New York State. The Office of Sheriff was provided for in New York State's first constitution in 1777 and has existed as a continuous

Select the “Edit Imported Account” link.

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Log in to Your Account

Username

Password

Submit

Forgot Your Password?

Edit Imported Account

Enter your Agency Email Address and check the box in the reCAPTCHA box. Please Note: You may be prompted with a second form of reCAPTCHA for verification.

### Request Login to Your Imported Account

Email

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

After pressing Submit, you will see the following message:

### Request Login to Your Imported Account

If the email entered was a valid import user then you will receive a link to log in.

Please check your email for an email from [NY-Alert.Administrator@nyalert.gov](mailto:NY-Alert.Administrator@nyalert.gov) that will contain a link to your account. If you do not receive this email, please check your spam/junk folder. If it is not received, please contact [support@nyalert.gov](mailto:support@nyalert.gov).

Clicking the link will open the NY-Alert webpage.

Verify your Agency/Organization on the drop down menu and then select "Submit".

Please note: Some users may be part of several member agencies. Contact information is set **Per Agency/Organization**, allowing you to customize how each agency you belong to can reach you. If you belong to more than one Agency/Organization, you will need to select which Agency/Organization you wish to edit information for.

### Select The Imported Account You Would Like to Log In to

Organization

NY-Alert allows up to 10 contact points. Each email address and Phone Number is a contact point. Cellular Phones that receive both Text Messages and Phone Calls are considered a single contact point. From here, you will be able to edit your Contact Information and Locations.

[My Account](#) [Alerts](#) [Services](#) [Map](#) [FAQ](#) [Orders of Protection](#) [Radiological](#) [Log Out](#)

## Contacts

E-mail - Support@Nyalert.gov



Phone - 1 (518) 292-2249



Phone - 1 (518) 292-2299



Add Contacts 

## Profile Information

Example User  
Support@Nyalert.gov

## Alerting Locations

No Locations Set

Add Location 



- Select the Edit Icon to update a current point of contact.



-Select the Delete Icon to remove a point of contact.



- To add a new point of contact, Select the Add Contacts Button:

To Add a Contact:

## Add Contact

Contact Type

Select the type of contact.

The available types are:

- Email
- Phone (This includes Cellular Phone)
- AlphaPager (Not used by most agencies. Please check with your Agency contact)
- Fax (Not used by most agencies. Please check with your Agency contact)

For Email:

- Enter the email Address
- Select Plain Text or HTML (recommended) email.
  - Plain Text removes all formatting and links from the message.
  - HTML delivers the message as formatted in the system.
- Click Save

## Add Contact

Contact Type

Email

Email Type

For Phone:

- Select “I want to receive Voice Messages” to receive voice calls.
- Select “I want to receive Text Messages” to receive Text Messages.
- Enter the Phone number.
- If “I want to receive Text Messages” was selected, the system will detect the carrier for the line. If you receive an error in this box, please make sure the line is a cell phone. Errors should be reported to [Support@NYAlert.gov](mailto:Support@NYAlert.gov)

### Add Contact

**Contact Type** Phone

I want to receive Voice Messages

I want to receive Text Messages

**Phone**

**Phone Carrier** Verizon

**Save**

Add Location:

### Alerting Locations

No Locations Set

Add Location 

Alerting Locations are not used by your Agency. Alerting Locations are used by County and Local Officials in the event of a large scale Life Safety crisis in an area, allowing them to notify persons in an impacted area that are in the system as Imported Users, but not subscribed to Public Notifications.

To enroll in Life Safety Public notifications, please go to [WWW.NYALERT.GOV](http://WWW.NYALERT.GOV) and select Enroll.

Any questions can be directed to: [Support@NYALERT.GOV](mailto:Support@NYALERT.GOV)