NYS DCJS and the NYSP have partnered with NY-Alert to allow you to sign up to receive free alerts – via e-mail, text message or fax – whenever an AMBER Alert or Missing Child/College Student Alert is issued in New York State. A step-by-step tutorial to assist with registering follows.

1. When you click “Sign Up Now” from the DCJS or NYS AMBER Alert websites, you will go directly to the NY-Alert sign-in page (see STEP 2 below). However, if you go directly to the NY-Alert home page (www.nyalerts.gov), you will find the link to Sign Up for NY-Alerts about half way down the left-side navigation bar, as indicated by the red arrow below.

2. Once on the sign-in page, first-time users must begin by enrolling in the NY-Alert system. Click Enroll to begin (in a later step, you will register specifically for AMBER and Missing Child/College Student Alerts.). If you have already enrolled in NY-Alert, enter your e-mail address and password here and click the Sign In button, then skip ahead in these instructions to STEP 7.
3. To register for a new NY-Alert account, enter your first and last name, password, your primary e-mail address and challenge question/answer in case you need help with your account at a later date. Once this form is completed, click **Create Account**.

![NY-Alert registration form](image1.png)

NOTE: Your Email Address will be validated before you can complete your User Profile and register for Alerts.

4. At this point, you will see the screen below. Follow the directions to complete your NY-Alert registration.

![NY-Alert registration completion](image2.png)

Thank you for registering with the **NY-Alert** - Civilians Portal. An email has been sent to your email account for verification purposes. Please follow the instructions in the email to complete the verification process.
5. Once you have received the verification e-mail and clicked the confirmation link, you will see a message stating that you have completed the verification process. Now, click the Log In button.

6. Type in the e-mail and password you selected earlier; then click on the Sign In button.
7. By default, all NY-Alert users are signed up to receive alerts and warnings about life threatening events. But before you can receive those alerts or others – including AMBER and Missing Child/College Student Alerts – you must first specify how you want to receive alerts (via e-mail, text, etc.). To start the process, click **Start the Wizard** to proceed.
8. You may choose one or more of the contact types indicated on the screen (note: SMS is a text message sent to a mobile device/cell phone). When you are done, click **Continue to Next Step**.
9. Your contact information has now been saved. However, the system first needs to verify the contact information entered. For example, if you signed up to receive alerts via text message (SMS), you will receive a text message verifying the subscription. See below.
10. At this point you can add your first location of interest by street address or municipality (geo-political jurisdiction). Both screens are shown below. When you have completed the entry of your first location, click **Continue to Next Step**.

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**Enter Your First Location of Interest**

- Address Line 1: 
- City: 
- State: New York 
- Zip: 
- Location Name: 

**OR Select Geo-Political Jurisdiction**

*(NOTE: Selecting a Jurisdiction will result in receiving fewer alerts, many of which may not actually be relevant to your location.)*

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**Enter Your First Location of Interest**

- Location Name: DCJS 
- State: New York State 
- County: Albany 
- City: Guilderland 

**OR Enter Address**

*(NOTE: Selecting an Address will result in only receiving those alerts which are actually relevant to your location.)*
11. You will see a screen verifying the first location selected. At this point, you can modify that location or add additional ones. When you are done adding locations, click Continue to Next Step.

12. Your basic NY-Alert registration is now complete. Click Finish Wizard – Go to Home Page in order to sign up for AMBER and Missing Child/College Student Alerts.
13. Click the **Add Notification** button to proceed to a page where you will be able to sign up for AMBER and Missing Child/College Student Alerts and any others you wish to receive.

14. From here, click the **AMBER Alerts** button.
15. You may now customize your account to receive AMBER and Missing Child/College Student Alerts. You may choose any combination of county/city, zip code or a radius around a specific location. Click on the appropriate button to proceed. When you are done, click **Save Custom Notification** button.

16. This will bring you to “My Alerts – Home.” You are now registered to receive AMBER and Missing Child/College Student Alerts when issued in New York State.