

# CODERED

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# ENROLLMENT

STAY INFORMED!  
**REGISTER FOR CODERED ALERTS.**  
IT'S EASY AND QUICK TO ENROLL



## STEP 1 – GO TO REGISTRATION PAGE

VISIT

<https://accountportal.onsolve.net/mansfieldtownct>

OR

TEXT THE FOLLOWING KEYWORD TO 24639

MANSFIELDALERTS

## STEP 2 – CREATE PROFILE

**A** — The fastest and easiest way is to sign in via SSO with your **Google, Facebook, or X** account. If using SSO, proceed to Step 3 after completing the sign-in process.

OR

**B** — Click **REGISTER** to set up a new profile. This will take you to Steps 2.1 & 2.2

### STEP 2.1 – FILL IN YOUR DETAILS

- Add your details on the **Create an Account** form.
- Tick the privacy statement and the CAPTCHA boxes.
- Click **NEXT** to continue [the button will turn blue when all fields are complete - all fields are mandatory].

### STEP 2.2 – ENTER VERIFICATION CODE

**A** — Select your Preferred Contact Method to receive the **verification code** (this is not for receiving Alerts – just the code).

**B** — Enter the code you received and click **NEXT**.

### STEP 3 – ADD YOUR ALERT PREFERENCES AND LOCATION

Follow the instructions to complete sections, A, B, and C, and then hit **SAVE** to finalize your enrollment.

Please note that the details on this page may differ, depending on how it was set up by your community.

The screenshot shows a registration form with the following sections:

- Personal Details:** Fields for First Name (John), Middle Name (Enter middle name), Last Name (Smith), Language (English (US)), and Time Zone ((-05:00) Eastern (N. America)).
- Device Details:** A field for Home Phone (+1-555 555 5555) and an **Add Device** button. A red circle 'A' is next to the Home Phone field.
- Location Details:** Fields for Address 1 (185 Admiral Cochrane Drive, Annapolis, Maryland, 21401, United States) and buttons for **Add ADDRESS 2**, **Add ADDRESS 3**, and **Add ADDRESS 4**. A red circle 'B' is next to the Address 1 field.
- Groups:** A checkbox for **Community Notifications** with a red circle 'C' next to it.
- Footer:** Buttons for **DEACTIVATE**, **SIGN OUT**, and **SAVE**. The **SAVE** button is highlighted with a red box and an arrow pointing to it from the 'IMPORTANT' text below.

**IMPORTANT:** AFTER COMPLETING THE STEPS, CLICK **SAVE** TO FINALIZE YOUR REGISTRATION.

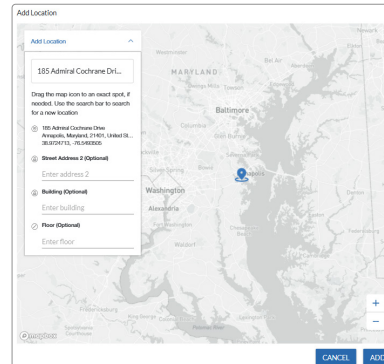
ONCE YOU HAVE CLICKED **SAVE**, THE PROCESS IS COMPLETE. YOU WILL BE NOTIFIED BY YOUR SELECTED DELIVERY METHODS SHOULD ANY ALERTS BE ISSUED.

#### A — DEVICE DETAILS

- Click **Add Device**
- Select the Device Type; choose between **SMS**, **Voice**, and **Email** and add the respective details required to receive Alerts by that method.
- If you would like to limit who can see your contact details in CodeRED, turn the **Privacy** switch on.
- Click **ADD** to save the entry.
- You will see it appear on your **main dashboard**.
- **Repeat the process** to add other delivery methods and/or other devices.

#### B — LOCATION DETAILS

- Click **Add ADDRESS**
- Use the map to find your location or use the **Add Location** dropdown on the top-left to open a search box and type in your address (If the pin is not exactly on your location, you can move it manually for precise positioning).
- Click **ADD** to save the entry.
- **Repeat the process** to add other locations.



#### C — GROUPS

These may show **additional optional communications** on offer in your locality.

- **Select the respective boxes** to receive those messages.



SCAN THIS QR CODE  
FOR MORE INFORMATION

