



AlertsMA Portal User Registration Guide for Employees and Contractors

AlertsMA is used to send important communications to state employees, contractors, and building tenants using the communication methods they prefer. This may include alerts about weather cancellations, emergency safety situations, building outages/evacuations, and more.

Register for AlertsMA Account (One Time Only):

1. Click the registration link

You will receive an email invitation with a link to register for an AlertsMA account. Click the registration link in the email invitation. Registration can be done on a computer, mobile device, or phone.



If you did not get an expected email invite, please check your Junk folder.

To set up your AlertsMA Portal profile, please click the link less than 5 minutes to set-up your account.

[Click here to register](#)

If you want to, you can also download the AlertsMA mobile app, which is optional.

For additional information and answers to frequently asked questions, help with your profile, email alertsma@mass.gov.

2. Create Your Account

Fill out the registration Sign up form, including your username, password, and security question.

Sign Up

Create Your Account

All fields marked with * are required.

First Name * Last Name *

Username *

Password * Show

Security Question

Answer *

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.

Password must be at least 8 characters long and contain at least one item from three of the following four groups: uppercase letters, lowercase letters, numerals, special characters: ! @ # \$ % ^ & * ()

Press 'Verify This Address' to confirm the work location provided by HRCMS. Please don't change this address. You'll have the chance to add additional locations later.

Accept the Terms of Use and click 'Create Account.'

See the on-screen help text for information on how to fill out different fields, including the Username or Password requirements. Or click '? Help & Answers' in the top left for additional information.

The screenshot shows a registration form with two main sections: 'Location Information' and 'Contact Information'. The 'Location Information' section includes fields for 'Location Name' (pre-filled with 'HRCMS WORK (DO NOT UPDATE)'), 'Address' (600 Washington Street), 'City' (Boston), 'State / Province' (Please select...), 'Postal Code' (02111), and 'Country / Region' (United States). A blue button labeled 'Verify This Address' is highlighted with a yellow arrow. The 'Contact Information' section includes an 'Email Address' field (Text.Employee@mass.gov), 'Primary SMS' and 'Primary Phone' sections with country/region dropdowns and number input fields. A 'Please Note' box explains that users agree to receive text messages. At the bottom, a checkbox for 'I accept the Terms of Use' is present, and a blue 'Create Account' button is highlighted with a yellow arrow.

3. My Profile

After creating your account, use the Profile Information page to specify how you want to be contacted, in addition to work email. You can come back and change your notification preferences at any time.

You can choose to be notified on work and/or personal devices. Use the arrows to change your preferred notification order.

The screenshot shows the 'Complete Profile' page with a progress indicator at the top (Profile, Locations, Subscriptions, Review). The 'Profile Information' section includes fields for 'First Name' (AlertsMA Weather), 'Last Name' (Subscriptions), 'Registration Email' (Text.Employee@everbridge.com), and 'Time Zone' (EST/PT/DT Eastern Standard Time (America/New_York)). The 'Contact Information' section is highlighted with a yellow box and contains a list of notification preferences, each with a checkbox and a dropdown arrow: 'Work Email' (Text.Employee@everbridge.com), 'Personal Email', 'Work/Desk Phone', 'Personal Home Phone', 'Work Cell Call', 'Personal Cell Call', 'Work Text (SMS)', and 'Personal Text (SMS)'. Each item has a 'Country / Region' dropdown and a 'Number' input field.

4. My Locations

Location Information shows your primary work location from HR/CMS. This information may be used for location-specific safety alerts (e.g., building evacuation).



If your HR/CMS work location is not correct, please do not update it in AlertsMA. Instead, contact your agency's HR liaison.

Complete Profile

Profile Locations Subscriptions Review

Location Information

Adding a location is not required to receive alerts. If added, complete the required fields.
We will use the location information you provide to inform you about events taking place in your area.

Location Name	Address	Action
HRCMS WORK (DO NOT UPDATE)	600 Washington Street	Edit View On Map

[Add Another Location](#)

[Save & Continue](#)

If desired, you can add up to four more locations. For example, if you routinely travel to other state offices, or work from home, you may enter those locations to receive alerts about them.

When done, click 'Save and Continue'.

5. Subscriptions

Subscriptions are optional notifications you can choose to receive/not. Click the arrow to the left of Weather Alerts to see the choices. For any you select, you will receive National Weather Service alerts affecting your HR/CMS work location and any other locations you enter in your AlertsMA profile.



Use the settings on the right to set your own Quiet Settings for important weather alerts.

Complete Profile

Profile Locations Subscriptions Review

Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

Alert Subscriptions

- Weather Alerts
 - Wind (15)
 - Flood (18)
 - Marine (40)
 - Winter (41)
 - Non-Precipitation (30)
 - Fire (2)
 - Tsunami (3)
 - Tropical (18)
 - Other Events (2)
 - Severe (6)
 - Hazard (3)

Weather and Hazard Alerts Settings

Info
Your Quiet Period will now match your organization's default Quiet Period setting. To set your own Quiet Period, please re-enable this feature.

Don't contact me between:
09:00 PM and 06:00 AM

Time Zone:
(GMT-05:00) Eastern Standard Time (America/New_York)

Note: If enabled, delivery path has its own quiet time.

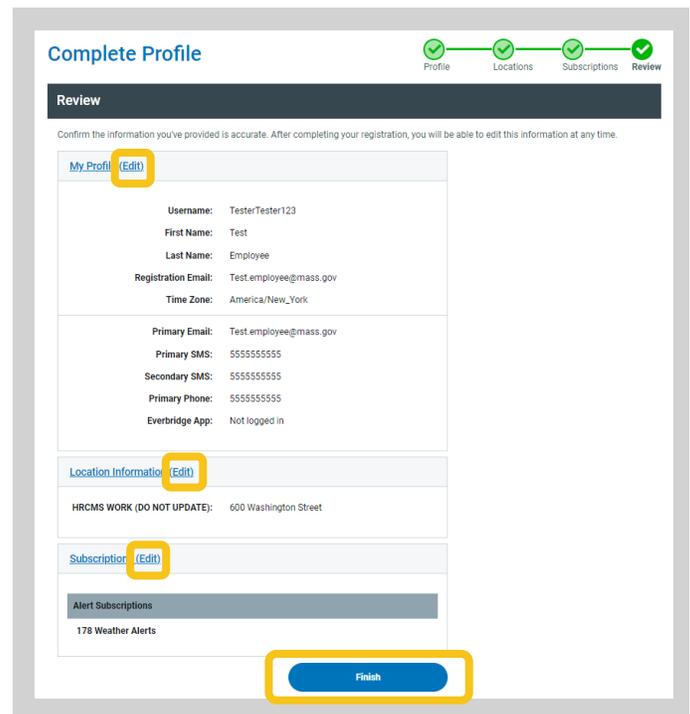
[Skip this](#) [Save & Continue](#)

If interested, you can set quiet hours when you won't be contacted if one of the severe weather events you selected occurs. AlertsMA's quiet hours are from 9PM to 7AM. If you want to change that, check 'Don't contact me between' and enter your preferred quiet period. Alerts that are deemed 'imminent threat to life' will be delivered even during quiet periods.

When done, click 'Save and Continue.' Or 'Skip' if you don't want to receive severe weather alerts.

6. Review

Finally, use the Review page to see all your AlertsMA information on one page. Click 'Edit' if you need to change something. When ready, click 'Finish'.



Update your AlertsMA Profile Information (as needed)

You can sign in and change your contact preferences or add weather alert subscriptions at any time at: mass.gov/AlertsMAPortal

Click 'Forgot Username' or 'Forgot Password' as needed.

Once logged in, click Edit to edit anything in your Profile (like your contact numbers) or to change Subscription choices (like the weather events you'd like to know about).

That's it. Now you are set up to receive notifications about safety situations and other important events using the contact methods you prefer.

