

AlertsMA Portal User Registration Guide

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/evaluations, and more.

Register for AlertsMA Account (One Time Only):

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

1. Click the [registration link](#) in the email invitation.

Welcome to **AlertsMA for State Employees and Contractors!** AlertsMA allows you to receive notifications from the Commonwealth about weather cancellations, emergency safety situations, building outages/evacuations, and other important events. You can choose how you want to be notified (by text, email, phone call and/or mobile app) and can change your communication preferences at any time using the AlertsMA portal.

To set up your AlertsMA Portal profile, please click the link below or paste it into your browser. It usually takes less than 5 minutes to set-up your account.

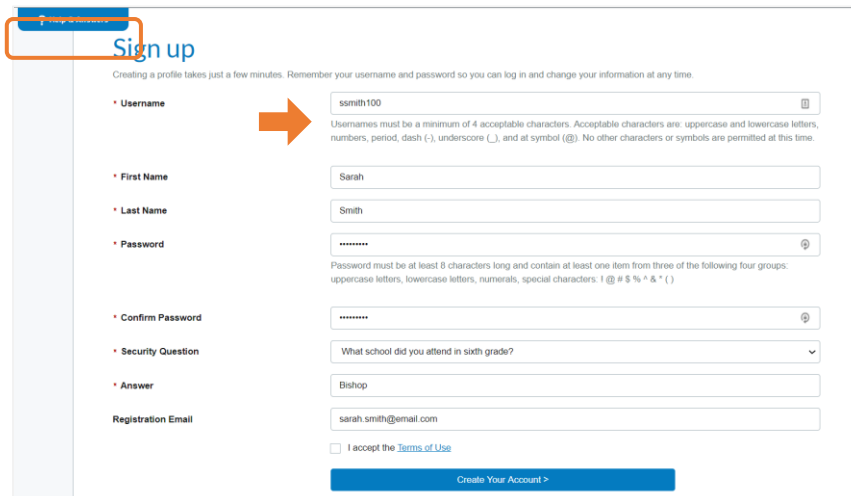
 [Click here to register](#)

If you want to, you can also download the AlertsMA mobile application. Use of the mobile app is completely optional.

For additional information and answers to frequently asked questions, please see mass.gov/alertsma. If you need help with your profile, email alertsma@mass.gov.

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

2. Fill out the registration **Sign up** form and click '[Create Your Account](#)'.



The screenshot shows the 'Sign up' form with the following fields: Username (ssmith100), First Name (Sarah), Last Name (Smith), Password (masked), Confirm Password (masked), Security Question (What school did you attend in sixth grade?), Answer (Bishop), and Registration Email (sarah.smith@email.com). A blue arrow points to the Username field. A blue box highlights the 'Sign up' title and the 'Create Your Account' button.

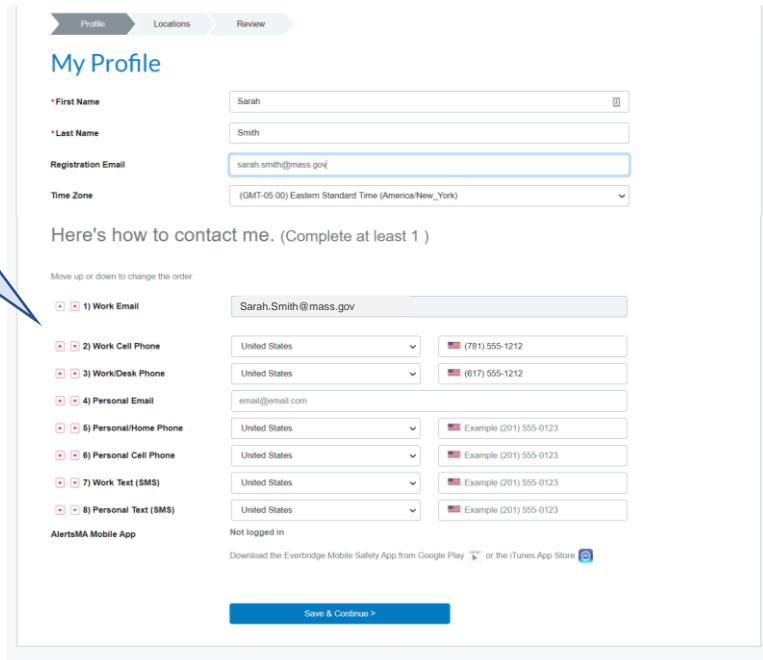
See the on screen help text for information on how to fill out different fields, including the Username or Password requirements.

Or click '[Help & Answers](#)' in the top left for additional information.

3. After creating your account, you will be taken to the **My Profile** page where you can specify how you want to be contacted, in addition to work email.

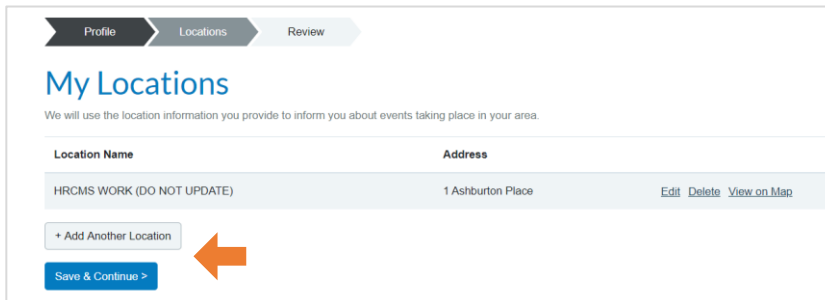
You can choose to be notified on work and/or personal devices. Use the arrows to change your preferred notification order.

- When done, click 'Save and Continue'.
- You can come back and change your notification preferences at any time.



Note: Employee work emails usually come from HR/CMS. If incorrect, please contact your agency's HR liaison.

4. The **My Location** page shows your primary work location. This information may be used for location specific safety alerts (e.g., building evacuation).

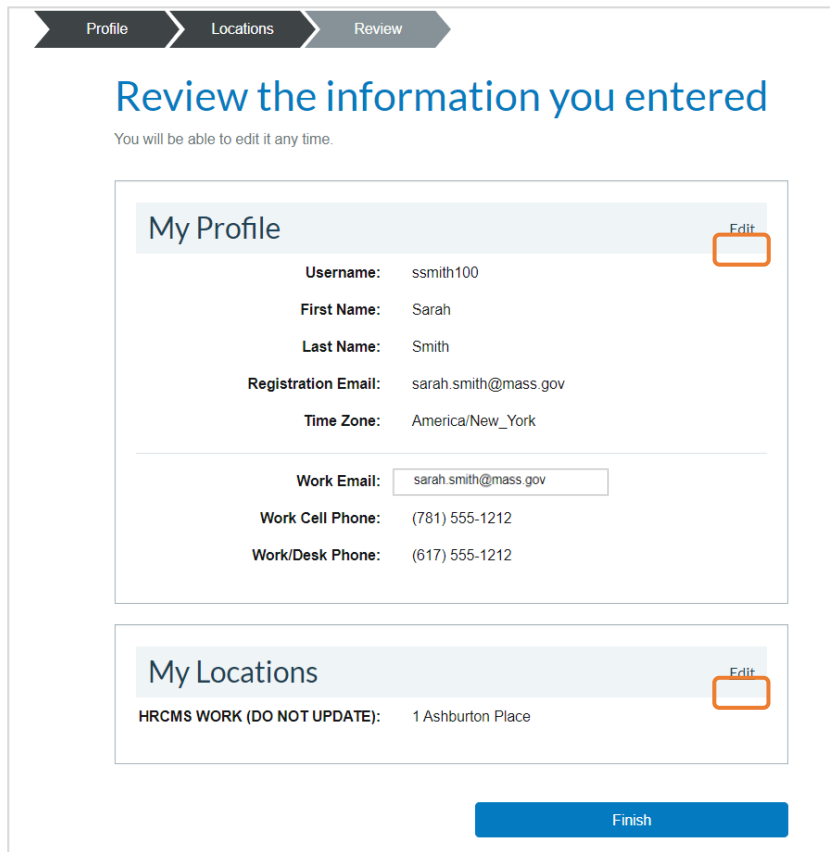


If you work in multiple locations, you can click 'Add Another Location' to receive alerts for up to 5 locations.

When done, click 'Save and Continue'.

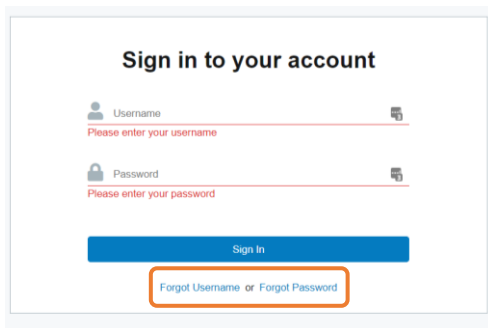
Note: If your HR/CMS work location is not correct, please do not update it in AlertsMA. Instead, contact your agency's HR liaison.

5. 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 at any time at: mass.gov/AlertsMAPortal



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

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