

# 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/blackstone>

### 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:

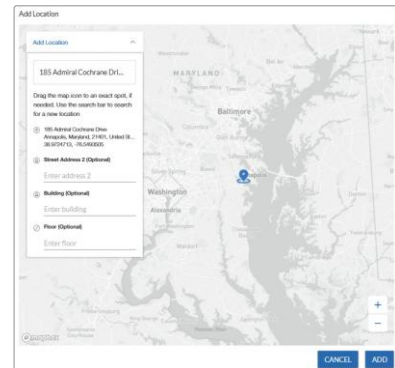
- Personal Details:** Fields for First Name (John), Middle Name (Enter middle name), Last Name (Smith), Language (English (US)), and Time Zone ((-05:00) Eastern (N. America)).
- Device Details:** A field for Home Phone (+1-555 555 5555) and an "Add Device" button. A red circle 'A' is next to the phone field.
- Location Details:** A field 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 field.
- Groups:** A checkbox for "Community Notifications" which is checked. A red circle 'C' is next to the checkbox.
- Bottom Bar:** Buttons for "DEACTIVATE", "SIGN OUT", and "SAVE". The "SAVE" button is highlighted with a red box and an arrow pointing to it from the text below.

#### A — DEVICE DETAILS

- Click Add Device
- Select the Device Type; choose between SMS, Voice, TTY 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.



**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.

#### 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

