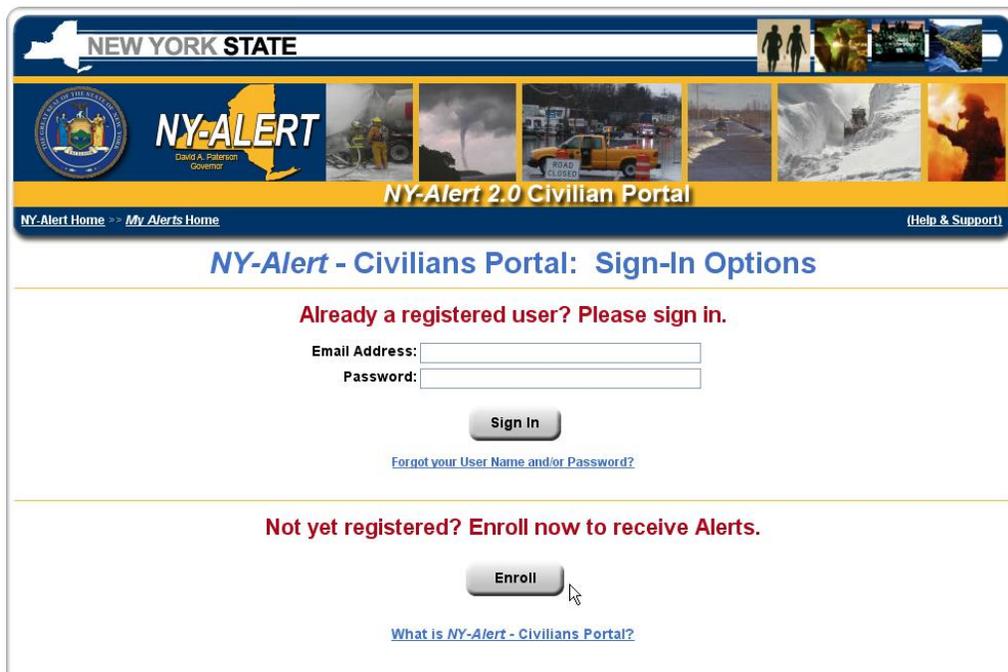


DCJS is partnering with NY-Alert to allow you to sign up to receive free alerts – via e-mail, text message or fax – whenever a Level 2 or Level 3 sex offender listed on the DCJS website moves into or out of a community or location of interest to you and your family. Here’s a step-by-step tutorial on how to register.

1. When you click “Sign Up Now” from the DCJS website, 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.nyalert.gov), you will find the link to sign up for NY-Alert notifications halfway down the left-side navigation, as indicated by the red arrow below.



2. Once you are 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 Sex Offender Relocation 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**.



- 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**.

The screenshot shows the registration page for the NY-Alert 2.0 Civilian Portal. The header includes the New York State logo and navigation links: NY-Alert Home, My Alerts Home, and Enroll. The main heading is "NY-Alert - Civilians Portal: Register for New Account". Below this is a red instruction: "Enter the information requested below to create a new account". The form fields are: First Name, Last Name, Password, Confirm Password, Primary Email Address, Re-Type Email Address, Challenge Question (a dropdown menu with "-- Please Select a Challenge Question --"), and Answer. A note states: "NOTE: Your Email Address will be validated before you can complete your User Profile and register for Alerts." At the bottom are "Create Account" and "Cancel" buttons.

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

The screenshot shows the confirmation message on the NY-Alert 2.0 Civilian Portal. The header is identical to the previous screenshot. The main heading is "NY-Alert - Civilians Portal: Register for New Account". Below this is a red message: "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.

The screenshot shows the top navigation bar with the New York State logo and 'NEW YORK STATE' text. Below it is the 'NY-ALERT' logo with 'David A. Paterson Governor' underneath. A row of six small images depicts various emergency scenarios: firefighters, a power plant, a road closure sign, a snowy road, a person in a winter coat, and a person in a fire. The main heading reads 'NY-Alert 2.0 Civilian Portal'. Navigation links include 'NY-Alert Home >> My Alerts Home >> New Account Confirmation' and a '(Help & Support)' link. The page title is 'NY-Alert - Civilians Portal: Account Verification'. The main content area contains the text: 'Thank you for completing the account verification process. To complete your user profile and set up your personal alerts click on the link below to log in.' Below this text is a 'Log In' button.

6. Type in the e-mail and password you selected earlier, and click **Sign In**.

The screenshot shows the top navigation bar with the New York State logo and 'NEW YORK STATE' text. Below it is the 'NY-ALERT' logo with 'David A. Paterson Governor' underneath. A row of six small images depicts various emergency scenarios: firefighters, a power plant, a road closure sign, a snowy road, a person in a winter coat, and a person in a fire. The main heading reads 'NY-Alert 2.0 Civilian Portal'. Navigation links include 'NY-Alert Home >> My Alerts Home' and a '(Help & Support)' link. The page title is 'NY-Alert - Civilians Portal: Sign-In Options'. The main content area contains the text: 'Already a registered user? Please sign in.' Below this text are two input fields: 'Email Address:' and 'Password:'. Below the input fields is a 'Sign In' button. Below the 'Sign In' button is a link: 'Forgot your User Name and/or Password?'. Below this link is the text: 'Not yet registered? Enroll now to receive Alerts.' Below this text is an 'Enroll' button. Below the 'Enroll' button is a link: 'What is NY-Alert - Civilians Portal?'.

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 Sex Offender Relocation Alerts – you must first specify how you want to receive those alerts (via e-mail, text, etc.). To start the process, click **Start the Wizard** to proceed.

NEW YORK STATE

NY-ALERT
David A. Paterson
Governor

Welcome, John Q Public [\(Sign Out\)](#) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)
[\(Help & Support\)](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Signup Wizard](#)

Welcome to the Signup Wizard

Now that you are enrolled, we need you to provide us with some information to enable us to send you Emergency Notifications when life threatening events occur in your area.

Information we need:

- Your Contact Information: email, phone, etc.
- Your locations of interest in NY State: home, work, etc.

Once the following wizard is complete, you will automatically receive notifications that affect the locations you have provided.

[Log Out](#) [Start the Wizard](#)

8. You may choose one or more of the contact types indicated on the form (note: SMS is a text message sent to a mobile device/cell phone). When you are done, click **Continue to Next Step**.

 **NEW YORK STATE**

 **NY-ALERT**
David A. Paterson
Governor

Welcome, John Q Public [\(Sign Out\)](#) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Signup Wizard](#) >> [Contact Information](#) [\(Help & Support\)](#)

Please Enter Your Contact Information

(Messaging and Data Rates May Apply) [\(Terms and Conditions\)](#) [\(Termination\)](#)

Primary Email: <input type="text" value="myname@myisp.com"/>	Format: <input type="text" value="Plain Text"/>	SMS 1: <input type="text"/>	Carrier: <input type="text" value="-Select Carrier-"/>
Email 2: <input type="text"/>	Format: <input type="text" value="Plain Text"/>	SMS 2: <input type="text"/>	Carrier: <input type="text" value="-Select Carrier-"/>

[Add More Email](#) [Add More SMS Numbers](#)

[\(Don't see your SMS / Text Messaging Carrier?\)](#)

Phone 1: <input type="text"/>	Fax Number 1: <input type="text"/>
Phone 2: <input type="text"/>	Fax Number 2: <input type="text"/>

[Add More Phone Numbers](#) [Add More Fax Numbers](#)

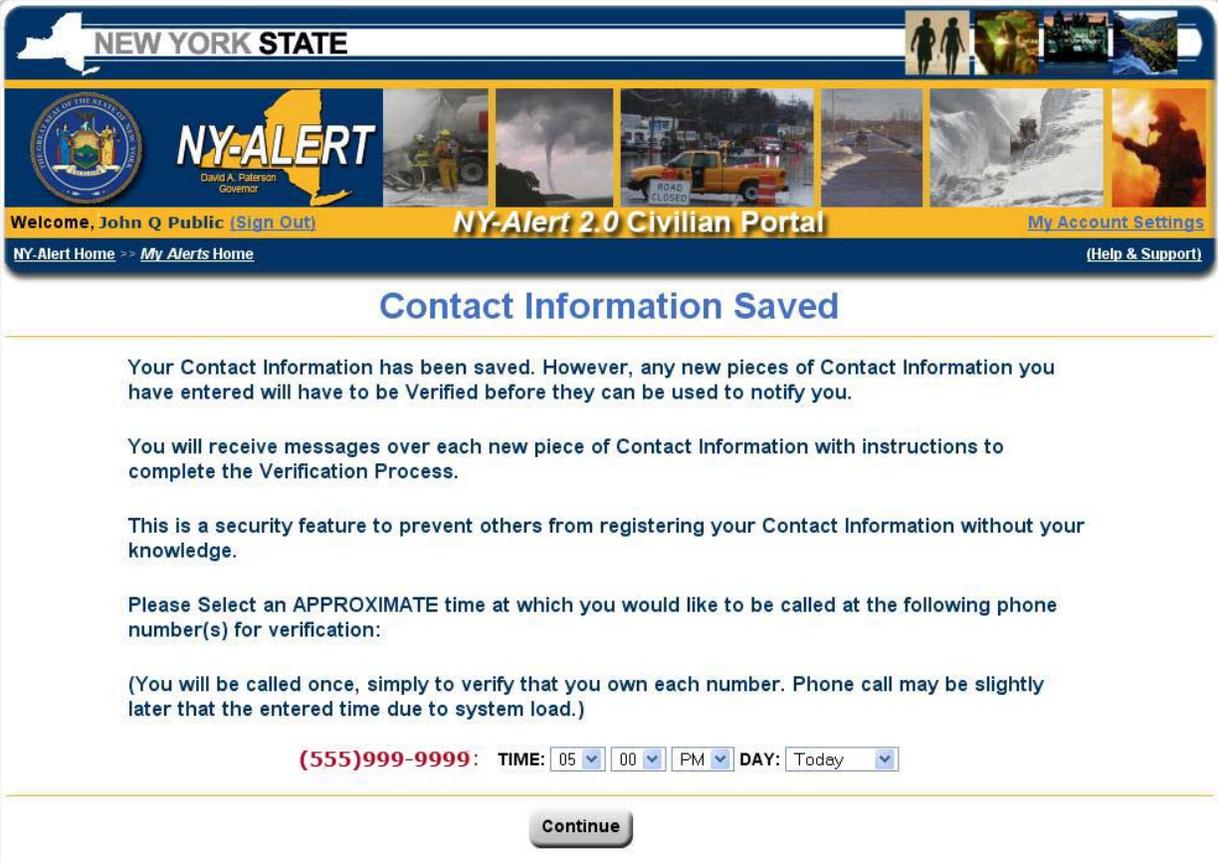
Alpha-Numeric Pager 1: <input type="text"/>	Numeric Pager 1: <input type="text"/>
Alpha-Numeric Pager 2: <input type="text"/>	Numeric Pager 2: <input type="text"/>

[Add More Alpha-Numeric Pagers](#) [Add More Numeric Pagers](#)

IMPORTANT: You MUST proceed through ALL steps of this wizard by clicking the "Next Step" button in order to complete your profile!

[<< Back to Last Step](#) [Cancel Wizard](#) [Continue To Next Step >>](#)

9. Your contact information has now been saved. However, the system will first need to verify the contact information you just entered. For example, if you signed up to receive alerts via text message (SMS), you will receive a text message verifying that. See below.



The screenshot shows the NY-Alert 2.0 Civilian Portal interface. At the top, there is a navigation bar with the New York State logo and the text "NEW YORK STATE". Below this is a banner with the "NY-ALERT" logo, the name "David A. Paterson Governor", and several small images depicting emergency services. The main content area features a yellow header with the text "Contact Information Saved" in blue. Below the header, a message states: "Your Contact Information has been saved. However, any new pieces of Contact Information you have entered will have to be Verified before they can be used to notify you." This is followed by instructions: "You will receive messages over each new piece of Contact Information with instructions to complete the Verification Process." and "This is a security feature to prevent others from registering your Contact Information without your knowledge." A prompt asks the user to "Please Select an APPROXIMATE time at which you would like to be called at the following phone number(s) for verification:" with a sub-note: "(You will be called once, simply to verify that you own each number. Phone call may be slightly later that the entered time due to system load.)" Below this, a form displays the phone number "(555)999-9999" and time selection options: "TIME: 05:00 PM" and "DAY: Today". At the bottom of the form is a "Continue" button.

NEW YORK STATE

WELCOME, JOHN Q PUBLIC [\(Sign Out\)](#)

NY-ALERT
David A. Paterson
Governor

NY-Alert 2.0 Civilian Portal

[My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) [\(Help & Support\)](#)

Contact Information Saved

Your Contact Information has been saved. However, any new pieces of Contact Information you have entered will have to be Verified before they can be used to notify you.

You will receive messages over each new piece of Contact Information with instructions to complete the Verification Process.

This is a security feature to prevent others from registering your Contact Information without your knowledge.

Please Select an APPROXIMATE time at which you would like to be called at the following phone number(s) for verification:

(You will be called once, simply to verify that you own each number. Phone call may be slightly later that the entered time due to system load.)

(555)999-9999: TIME: 05:00 PM DAY: Today

[Continue](#)

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**.

**NEW YORK STATE**

**NY-ALERT**
David A. Patterson
Governor

Welcome, John Q Public ([Sign Out](#)) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Signup Wizard](#) >> [Locations](#) >> Add Location [\(Help & Support\)](#)

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 far more alerts, many of which may not actually be relevant to your location.)

[<< Back to Last Step](#) [Cancel Wizard](#) [Continue To Next Step >>](#)

**NEW YORK STATE**

**NY-ALERT**
David A. Patterson
Governor

Welcome, John Q Public ([Sign Out](#)) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Signup Wizard](#) >> [Locations](#) >> Add Location [\(Help & Support\)](#)

Enter Your First Location of Interest

Location Name:

State:

County:

City:

OR Enter Address

(NOTE: Selecting an Address will result in only receiving those alerts which are actually relevant to your location)

[<< Back to Last Step](#) [Cancel Wizard](#) [Continue To Next Step >>](#)

11. You'll see a screen verifying the first location you have selected. At this point, you can modify that location or add additional ones. When you are done adding locations, click **Continue to Next Step**.

The screenshot shows the 'Your Current Locations' page in the NY-Alert 2.0 Civilian Portal. The header includes the New York State logo, the NY-Alert logo with Governor David A. Paterson's name, and a navigation bar with 'Welcome, John Q Public (Sign Out)', 'NY-Alert 2.0 Civilian Portal', and 'My Account Settings'. Below the header, there are navigation links: 'NY-Alert Home >> My Alerts Home >> Signup Wizard >> Locations' and '(Help & Support)'. The main content area displays a location entry for 'DCJS: 4 Tower Pl, Guilderland, 12203' with a 'Modify' link. A red note states: 'NOTE: You must have at least 1 (one) Location, and you may enter up to 15'. Below the note is a button that says 'I would like to add a new location'. At the bottom, an important message reads: 'IMPORTANT: You MUST proceed through ALL steps of this wizard by clicking the "Next Step" button in order to complete your profile!'. Navigation buttons include '<< Back to Last Step', 'Cancel Wizard', and '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 Sex Offender Relocation Alerts.

The screenshot shows the 'Initial Signup Complete!' page in the NY-Alert 2.0 Civilian Portal. The header is identical to the previous page. The main content area features the heading 'Initial Signup Complete!' followed by a red message: 'You will now receive all Immediate Loss of Life and / or Life Threatening Alerts / Notifications relating to the locations you have provided.' Below this is a button labeled 'Finish Wizard - Go to Home Page'. A section titled 'The following Notifications are also available and can be enrolled in by clicking on the "Add Notification" button on your home page:' lists several notification types: Weather, NYS DOT Trans-Alerts, Press Releases, AMBER & Missing Child Alerts, and Sex Offender Relocation Alerts.

13. Click the **Add Notification** button to proceed to a page where you will be able to sign up for Sex Offender Relocation Alerts and any others you wish to receive.

The screenshot shows the 'My Alerts - Home' page. At the top, there is a navigation bar with the New York State logo, 'NEW YORK STATE', and 'NY-ALERT' with Governor David A. Paterson's name. Below this is a banner with various emergency-related images. The main content area is titled 'My Alerts - Home' and features a section 'What I will be Alerted About:'. Under this section, there is a box for 'Basic Notifications' which states: 'You will receive Life Threatening Alerts/Warnings for the following locations: DCJS: 4 Tower Pl, Guilderland, 12203'. To the right of this box is a link 'View More Detail'. Below the notification box is a list of buttons with corresponding descriptions:

- Add Notification**: Add a new Additional Notification (other than Life Threatening Alerts/Warnings)
- My Contact Information**: View and / or modify the means by which you will be notified
- My Locations of Interest**: View and / or modify the locations for which you are interested in receiving Alerts/Warnings
- Set Vacation Time**: Going away and don't need Alerts for a while? Set up your Vacation Time here
- Recent Notifications**: Missed one of your Notifications? You can view it here.
- Family & Friends**: View and Manage My Alerts Profiles for family members and friends

14. From here, click the **Sex Offender Re-Location Alerts** button.

The screenshot shows the 'Add Additional Notifications' page. The navigation bar is similar to the previous page, but the breadcrumb trail reads 'NY-Alert Home >> My Alerts Home >> Additional Notifications'. The main heading is 'Add Additional Notifications'. Below this, a paragraph states: 'The following are the most commonly requested categories to which you can subscribe. Please note that you will already receive any Life-Threatening notifications through your basic enrollment in NY-Alert.' Below this paragraph is a list of notification categories, each with a button, a description, and a 'What's This?' link:

- Severe Weather**: Thunderstorms, Winter Weather Advisories, etc. ([What's This?](#))
- Transportation & NYSDOT TransAlerts**: Transportation events including County and New York State Department of Transportation TransAlerts ([What's This?](#))
- AMBER Alerts**: AMBER Alerts, Child Abductions, and other Missing Person Alerts ([What's This?](#))
- Press Releases & Publications**: Regularly distributed Informational Publications, as well as non-Emergency related Press Releases and Training Announcements ([What's This?](#))
- Consumer Protection Issues**: Consumer Protection Board (CPB) Recalls, scams, security breaches and other consumer protection updates ([What's This?](#))
- Public Health Alerts**: Public alerts such as Boil Water Advisories and Flu Vaccine Clinics ([What's This?](#))
- Sex Offender Re-Location Alerts**: Receive notice from the NYS Department of Criminal Justice when a Registered Sex Offender moves into an area you specify ([What's This?](#))

15. You may now choose up to three areas for which you would like to receive Sex Offender Relocation 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. To add a city, click the **Add City** button.

NEW YORK STATE

NY-ALERT
David A. Patterson
Governor

Welcome, John Q Public [\(Sign Out\)](#) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Sex Offender Relocation Notices](#) >> [Sex Offenders Locations of Interest](#) [\(Help & Support\)](#)

Sex Offender Relocation Notices - Locations

INSTRUCTIONS:
You may choose 3 Areas for which you would like to receive Sex Offender Re-Location Notices. Each of these areas can be a town/city, a zip code, or a circle around an address or map point.

No Locations Defined

[Add City](#) [Add Zip Code](#) [Add Circle Around Location](#)

[Cancel](#)

You must first choose a county, then a city. Click **Submit**.

NEW YORK STATE

NY-ALERT
David A. Patterson
Governor

Welcome, John Q Public [\(Sign Out\)](#) **NY-Alert 2.0 Civilian Portal** [My Account Settings](#)

[NY-Alert Home](#) >> [My Alerts Home](#) >> [Sex Offender Relocation Notices](#) >> [Select City](#) [\(Help & Support\)](#)

Sex Offender Relocation Notices - Add New City

State: *New York*

County:

City:

[Cancel](#) [Submit](#)

To add a zip code, enter it in the zip code field and click **Submit**.

The screenshot shows the NY-Alert 2.0 Civilian Portal interface. At the top, there is a navigation bar with the New York State logo and the text 'NEW YORK STATE'. Below this is a banner with the NY-ALERT logo and Governor David A. Paterson's name. The main navigation bar includes links for 'Welcome, John Q Public (Sign Out)', 'NY-Alert 2.0 Civilian Portal', and 'My Account Settings (Help & Support)'. The breadcrumb trail reads: 'NY-Alert Home >> My Alerts Home >> Sex Offender Relocation Notices >> Enter Zip Code'. The page title is 'Sex Offender Relocation Notices - Add New Zip Code'. Under the heading 'INSTRUCTIONS:', the text states: 'This zip code will be matched exactly to zip codes contained in DCJS Sex Offender Re-Location Notices. You will receive any Sex Offender Re-Location Notices whose zip Code exactly matches the zip code you enter here. These Notices will ONLY utilize 5-digit Zip Codes; thus you should only enter a 5-digit zip code here.' Below the instructions is a 'Zip Code:' label followed by an empty text input field. At the bottom of the page are two buttons: 'Cancel' and 'Submit'.

To add a radius around a location, you may use an address you have already entered, or select a new one. Remember, the greater the distance, the more alerts you will receive. When you have finished entering your information, click **Submit**.

The screenshot shows the NY-Alert 2.0 Civilian Portal interface for the 'Create New Circle Around Address' page. The navigation bar and banner are identical to the previous page. The breadcrumb trail is: 'NY-Alert Home >> My Alerts Home >> Sex Offender Relocation Notices >> Circle Around Address'. The page title is 'Sex Offender Relocation Notices - Create New Circle Around Address'. Under the heading 'INSTRUCTIONS:', the text states: 'This tool will allow you to choose an address and select a distance around it, creating a circle. You will receive any Sex Offender Re-location Notices which fall within the circle created by this tool. Addresses you have already entered are listed below, but you may also enter a new address.' Below the instructions, it says 'Please choose one of the following options as the center of your circle:'. There are two radio button options: the first is selected and labeled '[Existing Address - DCJS]: 4 Tower Pl, Guilderland, 12203'; the second is 'Enter a new Address:'. Under the 'Enter a new Address:' option, there are four text input fields labeled 'Street:', 'City:', 'State: New York', and 'Zip:'. Below these fields, it says 'Determine the size of your circle by selecting the distance around the above address:'. There is a 'Distance (Radius):' label followed by a dropdown menu currently set to '0.25 Miles'. At the bottom of the page are two buttons: 'Cancel' and 'Submit'.

16. Your location specification is now complete and you will see a page that identifies the locations you have selected. If you wish to change these, click the **Change Areas** link. If not, click the **Set Preferred Contact Method** link, and select how you wish to receive alerts. When you are done, click **Save Custom Notification** button.

The screenshot shows the 'New Notification - Confirm Settings and Save' page. At the top, there is a navigation bar with 'Welcome, John Q Public (Sign Out)', 'NY-Alert 2.0 Civilian Portal', and 'My Account Settings (Help & Support)'. Below the navigation bar, the page title is 'New Notification - Confirm Settings and Save'. The main content area is titled 'INSTRUCTIONS:' and contains the following text: 'Please confirm your selections below. Settings can be adjusted now, or anytime from your account Home Page after finishing this wizard.' Below this, there is a box with the following information: 'You will receive Sex Offender Re-Location Notices affecting the following areas: Change Areas'. The location details are: 'CITY: New York - Albany - Albany', 'ZIP CODE: 12203', and 'CIRCLE: 0.25 Miles Around 4 Tower Pl, Guilderland, 12203'. There is a checkbox labeled 'Include all offenders incarcerated in a New York State Department of Corrections facility within the requested notification area.' Below this, there is a section titled 'Other Notification Preferences:' with the following information: 'You will receive these Notifications on the following Schedule: Change Schedule'. The schedule is 'Every Day, 24 Hours a Day'. There is also a section titled 'Contact Method - No Preference: Set Preferred Contact Method'. The text says 'You may be contacted in the following ways: E-mail, SMS, Fax'. A note states: '(NOTE: If you do not possess any of these Types of Contact Information, leave this setting as "No Preference," and you will be contacted over Voice Phone instead.)'. At the bottom of the page, there are three buttons: '<< Back to Last Step', 'Cancel Wizard', and 'Save Custom Notification'.

17. This will bring you to "My Alerts – Home." You are now registered to receive Sex Offender Relocation Alerts. Alerts are triggered when address for Level 2 and 3 sex offenders listed on the DCJS website are changed on the state's Sex Offender Registry. Address changes are processed within 24 hours of receipt, Monday through Friday, during regular business hours.

The screenshot shows the 'My Alerts - Home' page. At the top, there is a navigation bar with 'Welcome, John Q Public (Sign Out)', 'NY-Alert 2.0 Civilian Portal', and 'My Account Settings (Help & Support)'. Below the navigation bar, the page title is 'My Alerts - Home'. The main content area has a section titled 'Did You Know...?' with the text 'How long has NY-Alert been around?' and a 'Learn More' link. Below this, there is a section titled 'What I will be Alerted About:'. This section contains two sub-sections: 'Basic Notifications' and 'Additional Notifications'. 'Basic Notifications' states: 'You will receive Life Threatening Alerts/Warnings for the following locations: View More Detail'. The location is 'DCJS: 4 Tower Pl, Guilderland, 12203'. 'Additional Notifications' states: 'Sex Offender Relocation Notices View / Modify Delete'. The location details are: 'Associated Locations: CITY: New York - Albany - Albany', 'ZIP CODE: 12203', and 'CIRCLE: 0.25 Miles Around 4 Tower Pl, Guilderland, 12203'. At the bottom of the page, there are seven buttons with corresponding descriptions: 'Add Notification' (Add a new Additional Notification (other than Life Threatening Alerts/Warnings)), 'My Contact Information' (View and / or modify the means by which you will be notified), 'My Locations of Interest' (View and / or modify the locations for which you are interested in receiving Alerts/Warnings), 'Set Vacation Time' (Going away and don't need Alerts for a while? Set up your Vacation Time here), 'Recent Notifications' (Missed one of your Notifications? You can view it here.), and 'Family & Friends' (View and Manage My Alerts Profiles for family members and friends).