

# 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/nebraskaregion26ne/>

### 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:

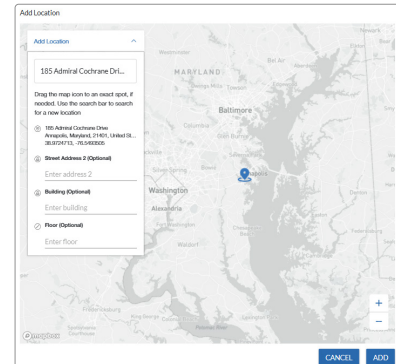
- Personal Details:** Fields for First Name (John), Middle Name (Enter middle name), Last Name (Smith), Language (English (US)), and Time Zone ((-05:00) Eastern (N. America)).
- Device Details:** A field for Home Phone (+1-555 555 5555) and an "Add Device" button. A red circle 'A' is next to the phone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

#### 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.

**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.

