

Video transcript: Instructions on how to sign up for a NY-Alert account to receive alerts

Hello. This video will provide you with step by step instructions on how to sign up to receive notifications from NY-Alert. Part two of the series will show you how to customize your account settings to receive sewage spill alerts.

Sewage spill alerts are required to be reported by municipal sewer systems as part of the Sewage Pollution Right to Know Act. The information reported in the alerts are intended to help the public to make an informed decision before recreating in waterbodies. For more information about sewage pollution and the law visit DEC's Sewage Pollution Right to Know web page.

Let's get started.

Slide change

First enter the NY-Alert URL which is, <http://www.nyalert.gov/> , into your web browser.

Pause – type in url

Select “Sign Up for *NY-Alerts*” in left navigation panel

Click on Enroll.

Enter your information to create an account [enter information]....

Pause – type in data –

Click create account.

An email will be sent to the email address you entered for verification. You will not be able to sign into NY-Alert until your email account has been verified.

Pause – go to email account

Check your email for the verification email sent by NY-Alert.

Scroll a little bit slower to the bottom of the email to get to the link.

Open the email, scroll down to near the end of the email and click on the link provided.

This link will open up a page at (*I think you can just say the words user, nyalert, gov*) <https://users.nyalert.gov> stating that your email account is verified.

Pause

Click “Log In” button to complete your user profile and set up your personal notification profile.

Setting up your notification profile

Once you have verified your account, you can log in to NY-Alert using the email and password you entered earlier.

Pause to login

After you login click “start the wizard” button to begin personalizing your account settings.

The first step in the wizard asks you to enter your contact information for the different ways that you would like to receive alerts. For example, if you only want to receive email messages, you do not need to fill in your information for the other communication options.

Your email address is entered by default. You have the option to add another email and you can select the email format—either plain text or html. For plain text make sure the box is checked or uncheck the box for html.

If you want to receive cell phone text messages or voice call, enter your phone number and select your carrier in the drop down menu. *Pause*

You may also add another cell phone.

The same applies for landline/fax and pager information.

When you are finished, click “continue to next step”.

The next step is to set the location of interest for your account. It could be your work, home, summer camp or favorite swimming hole address.

The location name will be the shorthand name - like home, parents, camp - that will show in your list of current locations that you can use to receive specific alerts. When you click continue to next step, you may be asked to confirm the location information...

Pause to see if it asks for a geolocation confirmation

{like this...simply select the correct address and go to the next step.} At this point you are able to add more locations—up to 15. After completing this step, click continue to next step.

Now we are almost done. You are automatically signed up for “Immediate Life Threatening Alerts/Notifications”. Decide if you want to decline any of these alerts by unchecking the appropriate boxes.

This completes the initial set up of your NY-Alert account. Click the “Finish Wizard—Go to Home Page” button.

Pause

View Part 2 of the video to learn how to customize your account to receive sewage spill alerts.

Video transcript: How to customize your NY-Alert account to receive sewage spills

In this video you will learn how to customize your account to receive sewage spill alerts. If you are not already logged into NY-Alert, please login to your account, now.

Pause

Scroll to the add additional alerts button.

Then go to the second set of buttons, near the bottom of the page and click the “Customized Notification” button.

Pause

Check the Environmental category. By checking this category you will receive sewage pollution alerts and other notifications related to the environment and pollution. At this time, you can also select other warning categories. Remember, you can change your account settings at any time.

At this point, if you wish, you can customize the types of Environmental alerts that you would like to receive.

Brief pause

If you would like to do this now or in the future, click the Customize link. This page lists the sub-categories within the Environmental category. Uncheck any sub-categories that you are not interested in receiving alerts about. **To receive sewage spill alerts, make sure that you have the “Environmental--not otherwise categorized” checked. (Highlight the category) This is very important. If the sub-category “Environmental—not otherwise categorized” is not checked you will not receive sewage spill alerts.**

Pause

When you are finished, click the “submit customization” button. This brings you back to the customization page. Clicking the “continue to next step” button will allow you to select the location or locations, that you entered in the first video of this series, where you would like to receive alerts about.

Pause

When you are finished click “continue to next step”.

And the final step is to confirm and save your settings. If needed, edit your settings. You can:

- Add more notifications
- Change or add locations

- Set a schedule for when you would like to receive alerts. For example, only receive alerts during business hours or on weekdays.
- And change your preferred methods of contact

When you are satisfied with your settings, click “save alert set”.

Very Brief Pause

You will return to the “Add Additional Alerts/Warnings” page. Here you can add more alerts. Or you can Sign Out or go back to your Home Page to make any changes to your account settings.

You have successfully set up your account to receive sewage spill alerts.

This concludes the instructions for signing up to receive sewage spill notifications from NY-Alert

Pause

If you need additional help with your account, please contact NY-Alert. Email: support@nyalert.gov or by phone: 518-292-2299.

For more information about to the Sewage Pollution Right to Know Act visit DEC’s webpage <http://www.dec.ny.gov/chemical/90315.html>

If you have any questions about sewage spill alerts contact DEC by email: overflow@dec.ny.gov or call 518-402-8177.