



# Capitol Hill Alerts

PROVIDED BY THE GEORGIA DEPARTMENT OF PUBLIC SAFETY



## REGISTRATION GUIDE

### Step 1

Visit the website at [www.capitolhillalerts.ga.gov](http://www.capitolhillalerts.ga.gov) and click "Sign Me Up!". Follow the on screen prompts – paying close attention to steps 6 & 7 in this guide.

### Step 2

Provide your name and a valid (work or personal) email address. Set up a password that includes at least 8 characters with at least 1 uppercase letter and at least 1 number. Check the box accepting the user agreement and click "Continue".

### Step 3

An email from "Blackboard Connect" will be sent to the email address you provided. Click on the link provided in the email to activate your new account.

### Step 4

Provide answers to 3 security questions to be used if you forget your password. Click "Save". When the system confirms your account has been activated, click "Login". Then provide your e-mail address and the password you previously entered and click "Login".

### Step 5

The next screen will allow the system to identify your profile using your Capitol Hill building access card number. This is a one-time process identifying you as an authorized recipient of Capitol Hill Alerts.

### Step 6 – VERY IMPORTANT!

First, enter your "identification code". **This is the number located on the back of your Capitol Hill building access card. Do not include any zeros located at the beginning of your number.** Click "Submit".

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

First...  
Let's begin by entering the identification code that has been provided to you to find your associated contact.  
111111

Next...  
Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.  
111111@alerts.ga.gov

Type in your Access Card Number (on back) Submit

### Step 7 – VERY IMPORTANT!

Next, **DO NOT enter a phone number or your email address.** The Capitol Hill Alerts system requires you to re-enter your building access card number followed by @alerts.ga.gov. (Example: [111111@alerts.ga.gov](mailto:111111@alerts.ga.gov)).

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

First...  
Let's begin by entering the identification code that has been provided to you to find your associated contact.  
111111

Next...  
Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.  
111111@alerts.ga.gov

Submit

### Step 8

When the system confirms that it has found you as a contact, click "Associate".

### Step 9

Confirm that your personal or work email address is selected and click "Next". Proceed through the following screens, entering any additional email addresses and/or phone numbers (voice or text) for which you would like to receive notifications.

### Step 10

Follow instructions and proceed through the screens to confirm your choices and your subscription to Capitol Hill Alerts. Clicking "Done" will complete the registration process and return you to the home screen.

You may now login to Capitol Hill Alerts with your email and password at any time to update your notification preferences.

If you are having any issues with the Capitol Hill Alerts system, please contact the System Administrator at [CapitolHillAlerts@gsp.net](mailto:CapitolHillAlerts@gsp.net). If you are having issues with your Capitol Hill building access card, please contact GBA Parking & Access at 404-656-3251.