

CodeRED Emergency Notification System



Follow the easy steps below to sign-up for the Town of Mansfield's Emergency Notification System.

Step 1

Go to www.MansfieldCT.gov/CodeRED and click on the "Sign-Up for Emergency Notifications" link. You will be directed to a page similar to the example below.

The screenshot shows the CodeRED enrollment page for the Town of Mansfield, CT. It features the CodeRED logo, a banner with a smartphone displaying a map, and a section titled "COMMUNITY NOTIFICATION ENROLLMENT". Below the banner, there is a paragraph explaining the purpose of the system and a "Contact Information" section with input fields for "First name" and "Last name".

Step 2

Fill in the "First" and "Last" name fields. You can provide your full name or just initials if you prefer.

This close-up shows the "Contact Information" section of the form. It has two input fields: "First name" with the value "Susan" and "Last name" with the value "Smith".

Step 3

Fill in the "Address" fields with a residential or business address (it **must** be within the borders of Mansfield). You can only provide **one** address now (later you can provide additional addresses).

This close-up shows the "Address" section of the form. It includes a radio button for "Residential" (selected) and "Business". Below are input fields for "Address name" (Home), "Address to be notified" (123 Storrs Road), "City" (Storrs), "State" (CT), and "Zip" (06268).

Step 4

Fill in the "Phone" fields. Click the "Add Phone" button to include all of your phones. Click the "Send text messages" box to also receive text messages (cell phones only). If you leave "General Notifications" checked, you'll also receive urgent messages (i.e. major road closures, etc.).

This close-up shows the "Phone" and "Alert Types" sections. The "Phone Number" field contains "8604231234". There is a checkbox for "Send text messages" which is checked, and a dropdown for "Mobile Provider" set to "Verizon Wireless". Under "Alert Types", both "Emergency Notifications" and "General Notifications" are checked. At the bottom, there are buttons for "- Remove phone" and "+ Add phone".

Step 5

Fill in the “Email” information. Click the “Add email” button to include all your email addresses. We do not use the “General Notifications” feature so it doesn’t matter if you check that or not.



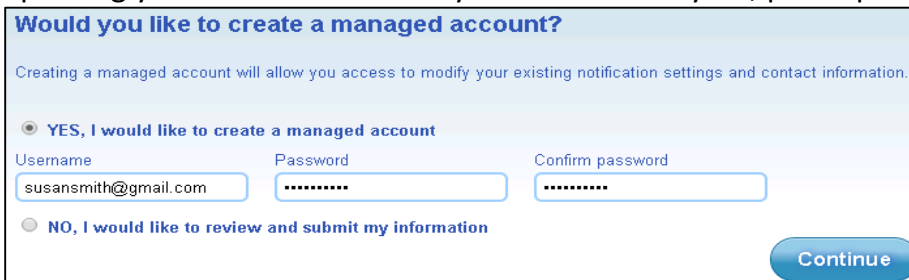
Step 6

Review the “Data Privacy” and “Terms & Conditions” sections. You must click on the box for “I have read, understand and agree to the terms and conditions.” Then click the “Verify Information” button.



Step 7

We encourage you to click “Yes” to create a managed account so that you’ll have the option of updating your information at any time. Click on “yes”, pick a password, and click “Continue”.



Step 8

Review your information and make any corrections if needed. There is an “Add Location” button to add a 2nd Address if desired (and phone/email for it). Click the “Verify” button at the bottom.



Step 9

You will see one final confirmation page. Click the “Continue” button at the bottom when done.

You can return to www.MansfieldCT.gov/CodeRED and click on the “Login if you Already Created an Account” link at any time to add **another address** or make **changes** to your information.