

# CCENS Registration Job Aid

The job aid below will walk you through the eight step registration process.

## CONTACT INFORMATION:

1. Click on the CCENS link to start: [http://entry.inspironlogistics.com/clinton\\_ia/wens.cfm](http://entry.inspironlogistics.com/clinton_ia/wens.cfm)
2. To begin, enter your first and last name (required).
3. Type in your phone number(s) that you would like to receive text messages, voicemails or both. Only one selection, either the "Text" or "Voice" option can be selected per number.
  - If you would like a phone number to receive both texts and voicemails, you will need to enter the same phone number twice. Type the phone number and select "Text". Then click "+ Add" under the already added phone number to type the same phone number again and instead select the "Voice" option. (See example A1)
  - A limit of five phone numbers and two e-mail addresses are allowed each time you submit the "Sign up now" button on the bottom of the page. If you need to register more than five phone numbers/two e-mail addresses, follow these steps:
    - a. After you have met the max number of phone numbers/e-mail addresses allowed on the page, finish inputting your preferences and click the "Sign up now" button. (See example A2)
    - b. Open a new CCENS Registration page to input the rest of the phone numbers and e-mail addresses needed. You can repeat steps 1-8 as many times as you need in order to register all necessary phone numbers and e-mail addresses.

### Example A1:

\* denotes a required field

\* First Name:

\* Last Name:

Phone 1:     Text  Voice

Phone 2:     Text  Voice

[+ Add](#)

Email 1:

[+ Add](#)

### Example A2:

\* First Name:

\* Last Name:

Phone 1:     Text  Voice

Phone 2:     Text  Voice

Phone 3:     Text  Voice

Phone 4:     Text  Voice

Phone 5:     Text  Voice

Email 1:

[+ Add](#)

## WEATHER ALERTS:

- All alerts are automatically checked. By clicking each check box, you can opt out of some or all of the below shown weather alerts. (See example B)
  - Keep in mind that all users will automatically receive Civil Danger, Earthquake, Fire, Hazardous Materials, Law Enforcement, Nuclear Power Plant, Radiological Hazard and Shelter in Place Warnings.
  - Even if you opt out of a "Tornado Warning" alert, Federal IPAWS (Integrated Public Alert & Warning System) will still send notifications to your cell phone.

### Example B:

**Please uncheck any optional weather alerts you DO NOT wish to receive. (All users will automatically receive Civil Danger, Earthquake, Fire, Hazardous Materials, Law Enforcement, Nuclear Power Plant, Radiological Hazard and Shelter in Place Warnings.)**

<input checked="" type="checkbox"/> Blizzard Warning	<input checked="" type="checkbox"/> Dust Storm Warning	<input checked="" type="checkbox"/> Excessive Heat Warning
<input checked="" type="checkbox"/> Extreme Cold Warning	<input checked="" type="checkbox"/> Extreme Wind Warning	<input checked="" type="checkbox"/> Flash Flood Warning
<input checked="" type="checkbox"/> Flood Warning	<input checked="" type="checkbox"/> Freeze Warning	<input checked="" type="checkbox"/> Heavy Snow Warning
<input checked="" type="checkbox"/> High Wind Warning	<input checked="" type="checkbox"/> Ice Storm Warning	<input checked="" type="checkbox"/> Red Flag Warning
<input checked="" type="checkbox"/> Severe Thunderstorm Warning	<input checked="" type="checkbox"/> Sleet Warning	<input checked="" type="checkbox"/> Tornado Warning
<input checked="" type="checkbox"/> Wind Chill Warning	<input checked="" type="checkbox"/> Winter Storm Warning	

## COMMUNITY ALERTS:

- This section allows you to select which community(ies) in Clinton County you would like to receive alerts for. By clicking each box, you can opt in to some or all designated communities of your choice. (See example C)

### Example C:

**Select any additional communities you would like to receive alerts for.**

<input type="checkbox"/> Andover	<input type="checkbox"/> Calamus	<input type="checkbox"/> Camanche
<input type="checkbox"/> Charlotte	<input checked="" type="checkbox"/> Clinton	<input type="checkbox"/> Delmar
<input type="checkbox"/> DeWitt	<input type="checkbox"/> Goose Lake	<input type="checkbox"/> Grand Mound
<input type="checkbox"/> Lost Nation	<input type="checkbox"/> Low Moor	<input type="checkbox"/> Toronto
<input type="checkbox"/> Welton	<input type="checkbox"/> Wheatland	

**FUNCTIONAL OR TRANSPORTATION NEEDS:**

- 6. If necessary, this section allows you to select functional, medical, or transportation needs. Only click on the boxes that apply to you or someone at your location. (See example D)

*Example D:*

**Voluntary Registry for Individuals with Functional or Transportation Needs**

**During an emergency, knowing the location of persons with functional, medical, or transportation needs is important for emergency responders. If there is a person(s) with any of those needs at your location please select all of the categories below that apply. This information will only be used during emergencies/disasters to ensure appropriate services are available.**

<input type="checkbox"/> No Access to Personal Vehicle	<input type="checkbox"/> Vision Impairment	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> TDD/TYY Phone	<input type="checkbox"/> Ventilator Required	<input type="checkbox"/> Supplemental Oxygen Required
<input type="checkbox"/> Other Life Sustaining Equip	<input type="checkbox"/> Confined to Wheelchair	<input type="checkbox"/> Confined to Bed
<input type="checkbox"/> Difficulty Walking	<input type="checkbox"/> Homecare Assistance Required	<input type="checkbox"/> Meds Require Refrigeration
<input type="checkbox"/> Service Animal		

**CLINTON COUNTY ADDRESS:**

- 7. This area requires you to input your home address. By adding your address, the system can notify residents living in a specific mile radius/area that could be impacted by an area specific emergency situation. (See example E)
- 8. Once you have completed and verified all of your/family member’s information on this registration page, click the “Sign Up Now” button to successfully complete your registration. (See example E) Remember, if you need to add more phone numbers/e-mail addresses, go to a new CCENS Registration page and repeat steps 1-8.

*Example E:*

**Your Clinton County Address**

\* **Street Address:**

\* **City:**

\* **State:**  ▼

\* **ZIP:**

#### ADDITIONAL INFORMATION ON REGISTERING:

- The “Unsubscribe” link at the bottom of the page allows you to unsubscribe a phone number and/or email address that was previously registered. (See example F) You can register a new phone number, email or home address by repeating steps 1-8.

*Example F:*



\* denotes a required field

Mobile number:

Email address:

[Unsubscribe](#)

The image shows a registration form with a legend indicating that an asterisk denotes a required field. The form contains three input fields for a mobile number (563, 555, 1515) and one for an email address. A button labeled 'Unsubscribe' is circled in red, and a mouse cursor is pointing at it.

- The “Report mobile number error” link at the bottom of the page allows you to report an issue with the phone number registered in the CCENS system by completed the required text fields.