



Step by Step guide to sign your child up to Hampshire Alert

Dear Parents and Carers

Following on from the letter you have received from your child's school inviting them to join Hampshire Alert as part of a county pilot, please find below a step by step guide to the sign up process if you require assistance to help them.

Step 1



Go to the Hampshire Alert homepage: www.hampshirealert.co.uk

Click Register – the **green button** located at the top right of the page

If this does not take you to the register page click the word REGISTER located below the green button in the pale blue toolbar

Step 2

You will be taken to a page which explains about registration and the need to verify your account once you have registered; you will be sent an email which you will have 14 days to submit. The message below also appears on this page:

If you do not receive a confirmation email for your 14 day limited access, please check you have filled in your email address correctly on the registration page by logging in with the Username and Password you chose.

In the bottom left hand corner of the page, it will prompt you to click to register as below:

Click [here](#) to register

Step 3



You will be taken to the registration start page (10 steps max -depending on options made)

All information you enter is secure and will not be shared; however, you can select which organisations you want to authorise to see your data and send you messages, information providers include Police, Neighbourhood Watch, Fire & Rescue Service and Local Authority organisations

You will also be asked to read T&C's at the bottom of the page before clicking 'NEXT'

Step 4

Once each page is completed, click the 'NEXT' box in the bottom left hand corner of each page; if you need to go back click the 'BACK' button



Page 1: Your child's basic details and create a password that your child will remember

Page 2: Add your child's address, a map will show your location (this is needed to enable alerts in your area)

Page 3: Add your child's additional details; **for the purpose of the pilot please list your child's age under the 'PREFER NOT TO SAY' option** as Hampshire Alert does not currently have an option for U16 yet, this pilot intends to provide the evidence needed to establish the demand/benefit of this tool for young people before an U16 option can be added

Page 4: Community Memberships: this is where your child can register for as many relevant areas of interest to them as they chose: for the purpose of the pilot please ensure your child ticks the SECONDARY SCHOOL option located in Education contacts – this will ensure they are captured in the correspondence pool for information to be sent from the Education and Crime Prevention Team

Page 5: Option to join Neighbourhood Watch or skip

Page 6: Choose how your child would like to receive information and alerts; email is the default option but can be changed to preferred choice.

The 'Advanced' setting button will allow you to set times to receive alerts

Page 7: Partner Organisations can be chose her by ticking/un-ticking those you wish for your child to receive alerts from; more info is available by clicking the info button to help you make your choice

The CRIMESTOPPERS button will allow you to send information of crimes anonymously

CLICK the 'FINISH' button

Step 4

Verification page (anti-spam)

Enter the number you see into the box and click FINISH

Registration Completed

Your child's registration is now complete!!! The message you will see is as below:

Registration completed

Your registration is complete please see your username to login below.

Your username

(Your email will show as your user name)

An email has been sent to (your email address will appear here), please click on the link included in this email **to verify your account**.

If you do not click on the link to verify your email address your new account may be deleted. If you do NOT receive a verification email within the next few minutes, please contact us to check your details.

[Please click here to return to the Hampshire Alert website](#)

Further Help

If you need any assistance or have any problems, please contact: schoolyouthengagement@hampshire.pnn.police.uk

This mailbox is monitored 08:30 – 16:00 Monday – Friday

We aim to respond to you as soon as possible with the times above.