

**DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
Emergency Notification System (ENS)**

**OMB Control Number: 1660-0137
Expiration Date: 10-31-2017**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1 minute per response and 5 minutes for the initial set up. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is voluntary. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC20472-3100, Paperwork Reduction Project (1660-0137). **NOTE: Do not send your completed form to this address.**

System Screen shots for Emergency Notification System (ENS) (Initial Setup)

Login Page

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Log In

Forgot Your Password


This is the login page for ENS. It is the same for all three servers, so before logging in it is important to note the URL.

<https://ens1auth.dhs.gov/>

Logging into either ENS2 or 3 during unauthorized times will break Datasync.

ENS POC's create user's accounts and this will be the initial setup screen.

Contacts Summary > Contact Details



General Information:

First Name: *

Last Name: *

Home ID#: *

Login Name: *

Assigned Department:

This contact can receive Activation Reports.

Exclude from All Activations

This field is required.

Address Information:

Country/Region:

Time Zone:

Devices

Device	Telephone	Extension	DIN
<input type="checkbox"/> <input type="button" value="v"/> Work	+1 (500) 555-8888		Change
<input type="checkbox"/> <input type="button" value="v"/> Cell	+1 (500) 555-5555		Change

The red asterisk are the required information when initially creating an ENS account.

Once a user's account is initially setup they will see the following information above.

Devices

Phone Type: Phone Number: Extension:

Devices

Email:

User's are now only able to modify their personal information, such as, Phone, Email, Fax, etc.