

Office Closure Notifications

Everbridge Member Portal Registration Guide

Department of Transportation & Public Facilities
Division of Facilities Services

Purpose

The purpose of this guide is to assist employees, contractors, and other users with creating an Everbridge Member Portal account for the Division of Facilities Services Office Closure Notifications program. By following these instructions, users can register for an account, select one or more notification regions, and ensure they receive timely office closure notifications.

Before You Begin

Before starting the registration process, ensure you have:

- A valid email address.
- Access to the internet.
- Approximately 5 minutes to complete registration.
- Knowledge of the region(s) you wish to subscribe to.

Steps 1–3

Click on the link: <https://member.everbridge.net/index/113526186180644>

Select Sign Up and complete the required account information.

Sign in to your account

Username *

Password *

[Sign In](#)

[Forgot Username](#) or [Forgot Password](#)

Don't have an account? [Sign Up](#)

Steps 4–5

Select Create Account and review your profile information.



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
DIVISION OF FACILITIES SERVICES
**OFFICE CLOSURE
NOTIFICATIONS**

[Sign In](#) [Sign Up](#)

[Help & Answers](#)

Language: Select Language
Powered by [iTrans](#) Translate

Sign Up

Create Your Account

All fields marked with * are required.

First Name *

Last Name *

Username *

Password *
 [Hide](#)

Security Question

Answer *

Contact Information

These are your primary delivery methods. Additional delivery methods may be requested in later pages.
Complete at least 1 contact information.

Email Address

Cell Text

Country / Region

Cell Text Number

Please Note

By submitting, you agree to receive text messages from Everbridge on the alerts you specify. Message frequency may vary. Message and data rates may apply. Reply HELP for help, STOP to opt out.

☒ I accept the [Terms of Use](#)

[Create Account](#)

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Steps 6–7

Select Save & Continue, then choose all Regions for which you would like to receive Office Closure Notifications. You may select one, multiple, or all Regions.

STATE OF ALASKA
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DIVISION OF FACILITIES SERVICES
OFFICE CLOSURE NOTIFICATIONS

Welcome John_Smith111 Logout

[Help & Answers](#)

Language: Select Language
Powered by [Translate](#)

Complete Profile

Profile Information Review

Additional Information

The additional information is used to collect information that is relevant to this organization.
All fields marked with * are required.

Region*

- ☐ Anchorage/Mat Su
- ☐ Greater Fairbanks
- ☐ Kena Peninsula
- ☐ Southeast
- ☐ All Others
- ☐ All Office Closure Notices

[Save & Continue](#)

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IMPORTANT: You will only receive notifications for the Regions you select.

Steps 8–9

Select Save & Continue and review your complete profile.



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OFFICE CLOSURE NOTIFICATIONS

Welcome John_Smith111 Logout

[Help & Access](#)

Language: Select Language
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Complete Profile

Profile Information Review

Review

Confirm the information you've provided is accurate. After completing your registration, you will be able to edit this information at any time.

[My Profile \(Edit\)](#)

Username:	John_Smith111
First Name:	John
Last Name:	Smith
Registration Email:	John_Smith111@gmail.com
Cell Text:	+1 907 269 1111
Email:	John_Smith111@gmail.com

[Additional Information \(Edit\)](#)

[Finish](#)

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Steps 10–11

Select Finish. Your completed profile will display your selected Regions and account information.

The screenshot displays a web application interface for the State of Alaska Department of Transportation & Public Facilities, Division of Facilities Services. The header features the department's seal and the text "OFFICE CLOSURE NOTIFICATIONS". Below the header, a navigation bar includes a welcome message for "John_Smith111", a "Logout" link, and a "Home" link. A "Help & Answers" button is also present. The main content area is titled "Home" and contains two sections: "My Profile (Edit)" and "My Information (Edit)". The "My Profile (Edit)" section displays the user's details: Username: John_Smith111, First Name: John, Last Name: Smith, Registration Email: John_Smith111@gmail.com, Cell Text: +1 907 269 1111, and Email: John_Smith111@gmail.com. A "Delete My Account" button is located below the registration email. The "My Information (Edit)" section displays the user's selected region: Anchorage/Mat-Su, Greater Fairbanks, Kenai Peninsula, Southeast, All Others, All Office Closure Notices. The footer contains a "Powered by" link, a "Terms of Use" link, a "Privacy Policy" link, and a copyright notice for Everbridge, Inc. dated 2026.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
DIVISION OF FACILITIES SERVICES
OFFICE CLOSURE NOTIFICATIONS

Welcome John_Smith111 Logout Home

Help & Answers

Language: Select Language
Powered by Translate

Home

My Profile (Edit)

Username: John_Smith111
First Name: John
Last Name: Smith
Registration Email: John_Smith111@gmail.com
Delete My Account
Cell Text: +1 907 269 1111
Email: John_Smith111@gmail.com

My Information (Edit)

Region:
Anchorage/Mat-Su, Greater Fairbanks, Kenai Peninsula, Southeast, All Others, All Office Closure Notices

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Registration Complete

Your account has been created successfully. You can return to the Member Portal at any time to update your profile or notification preferences.

Alaska City-to-Region Mapping

Office Closure Notifications | DOT&PF; Division of Facilities Services

City	Region
Adak	All Others
Akutan	All Others
Aniak	All Others
Anvik	All Others
Bethel	All Others
Central	All Others
Chandalar (Chandler) Camp	All Others
Chena River	All Others
Chignik	All Others
Chitina	All Others
Cold Bay	All Others
Coldfoot Camp	All Others
Dillingham	All Others
Dutch Harbor	All Others
Eagle	All Others
Emmonak	All Others
Ernestine	All Others
Fort Yukon	All Others
Gakona	All Others
Galena	All Others
Glennallen	All Others
Hooper Bay	All Others
Iliamna	All Others
Jim River	All Others
Kalsin Bay	All Others
King Salmon	All Others
Kodiak	All Others
Kotzebue	All Others

City	Region
Manley Hot Springs	All Others
McGrath	All Others
Nome	All Others
Northway	All Others
Port Moller	All Others
Sag River	All Others
Saint Marys	All Others
Sand Point	All Others
Selawik	All Others
Seven Mile Camp	All Others
South Fork	All Others
Tazlina	All Others
Thompson Pass	All Others
Togiak	All Others
Tok	All Others
Trimms Camp	All Others
Unalakleet	All Others
Unalaska	All Others
Utqiagvik (Formerly Barrow)	All Others
Valdez	All Others
Anchorage	Anchorage/Mat-Su
Anchorage International Airport	Anchorage/Mat-Su
Camp Carroll	Anchorage/Mat-Su
Cascade	Anchorage/Mat-Su
Chulitna	Anchorage/Mat-Su
Eagle River	Anchorage/Mat-Su
Girdwood	Anchorage/Mat-Su
Joint Base Elmendorf-Richardson	Anchorage/Mat-Su
Jonesville	Anchorage/Mat-Su
Mackenzie Point	Anchorage/Mat-Su
Matanuska	Anchorage/Mat-Su

City	Region
Nelchina	Anchorage/Mat-Su
Palmer	Anchorage/Mat-Su
Sutton	Anchorage/Mat-Su
Talkeetna	Anchorage/Mat-Su
Wasilla	Anchorage/Mat-Su
Whittier	Anchorage/Mat-Su
Willow	Anchorage/Mat-Su
Birch Lake	Greater Fairbanks
Cantwell	Greater Fairbanks
Dalton Highway (Roving Crew)	Greater Fairbanks
Deadhorse	Greater Fairbanks
Delta Junction	Greater Fairbanks
Denali	Greater Fairbanks
Eielson Air Force Base	Greater Fairbanks
Fairbanks	Greater Fairbanks
Fort Wainwright	Greater Fairbanks
Healy	Greater Fairbanks
Livengood	Greater Fairbanks
Montana Creek	Greater Fairbanks
Nenana	Greater Fairbanks
Paxson	Greater Fairbanks
Slana	Greater Fairbanks
Anchor Point	Kenai Peninsula
Crown Point	Kenai Peninsula
Homer	Kenai Peninsula
Kasilof	Kenai Peninsula
Kenai	Kenai Peninsula
Ninilchik	Kenai Peninsula
North Kenai Camp	Kenai Peninsula
Quartz Creek	Kenai Peninsula
Seldovia	Kenai Peninsula

City	Region
Seward	Kenai Peninsula
Silvertip	Kenai Peninsula
Soldotna	Kenai Peninsula
Sterling	Kenai Peninsula
Cordova	Southeast
Craig (Prince of Wales)	Southeast
Douglas	Southeast
Elfin Cove	Southeast
Gustavus	Southeast
Haines	Southeast
Hoonah	Southeast
Juneau	Southeast
Ketchikan	Southeast
Klawock	Southeast
Metlakatla	Southeast
Mount Edgecumbe	Southeast
Petersburg	Southeast
Sitka	Southeast
Skagway	Southeast
Tenakee Springs	Southeast
Wrangell	Southeast
Yakutat	Southeast