Set Up Alerts and Edit Your Profile
The first step is always to sign in to your EDDMapS account.

Click on your My EDDMapS tab.

This will take you to your dashboard for EDDMapS.
Alerts

Set up email alerts to notify you when species of interest are reported in your region

- By Location
  - State
  - County
- By Organism
  - Division
  - Category
  - Species
Alerts
Choose the location you want to monitor

Select the U.S. state or territory first. This automatically populates the correct counties, etc. for you to choose from.
Select Division to receive alerts for any pest
- Disease
- Wildlife
- Insect
- Plant

Select Category to narrow down the field, e.g.
- Aquatic Animals
- Trees
- Bark beetles
Alerts

Select a Subject - Create an alert based on a single species

Just begin to type the name into the Select a subject field. The name of any organism having that combination of letters will appear in the dropdown menu.
Alerts

Click Create Alert when you have set all the criteria

- In this example we chose Colorado, and Saguache County
- We chose to be alerted when an acacia was reported
- By checking the New Only box we will only be alerted when a new acacia is reported in that area, rather than every time one is reported

Your New Alert!
When a report meets the criteria you choose, you will receive an email alerting you. It is so easy to change or delete an alert, that it’s a quick fix if you get more emails than you expect.
View Your Profile
You can add a picture and a logo
Edit Your Profile
Add, update or delete any information that has changed

You can add an image and logo to your profile

Click on Choose File

Your file is ready

Special Note:
Photo (For best results - 150 pixels high)
Logo (For best results - 75 pixels high)
Photo and Logo need to be jpg’s

Remember to click Edit Profile to save your changes
Edit Your Profile
If it didn’t update...

Double check that your emails match
- Email address
- Verify Email address

Double check that your passwords match
- *Password
- *Verify Password

Remember to click Edit Profile to save your changes
Thank you for participating in this EDDMapS training.

This and other trainings are available on the EDDMapS Website.

EDDMapS.org

For Questions Contact
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