



# **Marine Air Ground Task Force Training Command**

**Marine Corps Air Ground Combat Center  
Installation Support Directorate  
Mission Assurance Division**

**“AtHoc Registration Process”**




# Purpose




The purpose of this document is to provide instructions for end-users on how to register and utilize the AtHoc Self-Service function, which is part of the Marine Corps Mass Notification System.

## General Information:

- Marine Corps personnel whose workstation resides on the MCEN can update their information regarding organization, contact devices, and work and home locations. Update information by accessing the systems Self-Service function available from the AtHoc Desktop Notifier (Client). The Desktop Notifier appears as a Globe  in the workstation system tray or use the following Self Service URL: <https://alerts1.mcidsus.mcas.usmc.mil/client/auth/login>
- Other personnel who are members of MAGTF, MCAGCC's but are not on the MCEN will not have access to Self-Service. Their account information must be provided manually – as either comma-separated value (.csv) file import or system operator input. **(Note: Contact your organization's Mission Assurance Officer for additional direction/guidance)**



# Step # 1

**(MCEN users only)** Can access Self-Service by right-clicking on the globe  icon in the below system tray on your workstation and Selecting "Access Self-Service"

(see Figures 1 & 2)

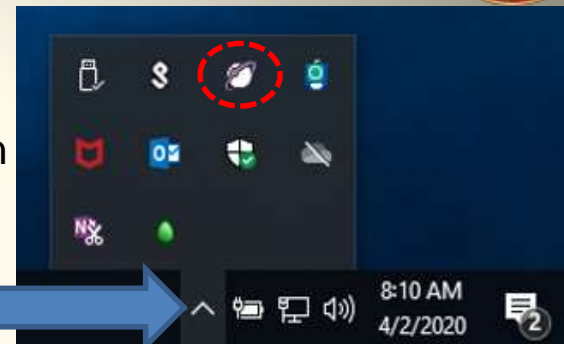



Figure 1

(Note: To find the globe  icon you may need to click on right up arrow in the system tray or use the Self Service

URL: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060342>

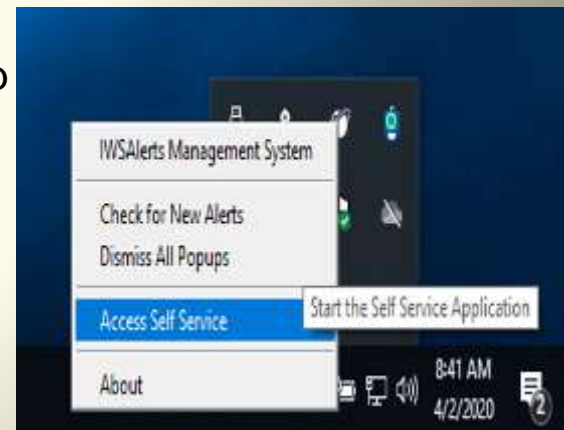


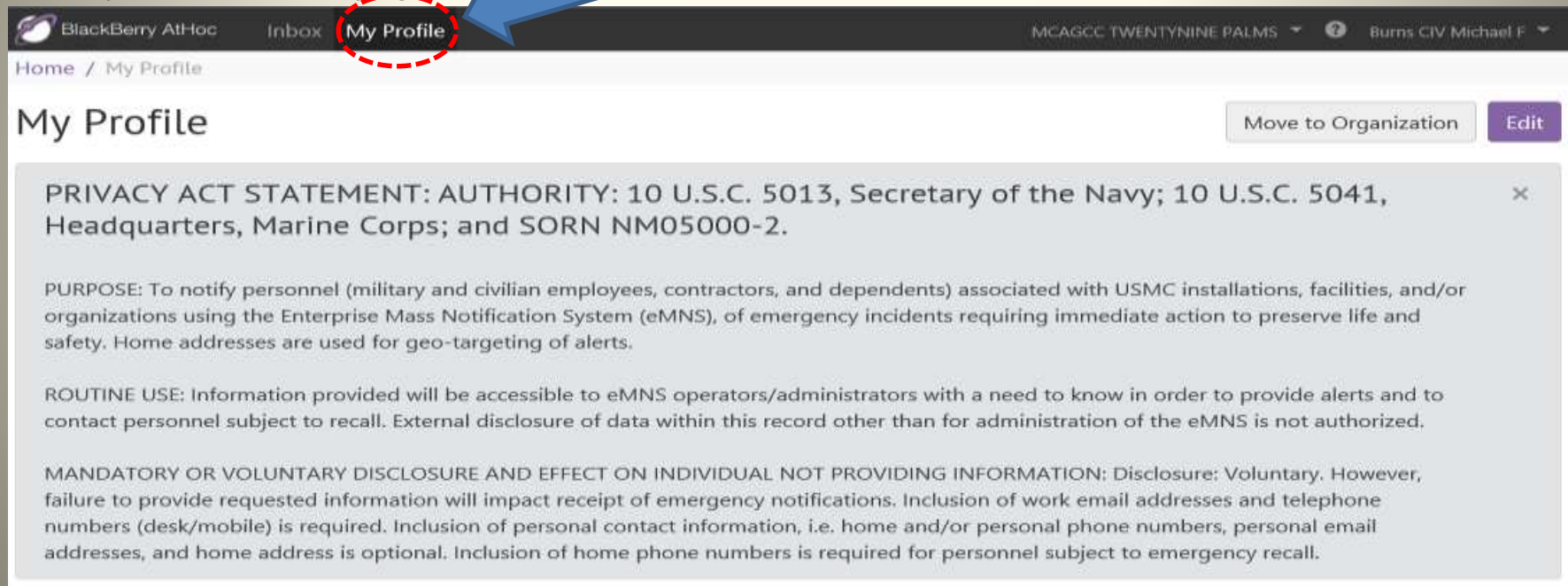
Figure 2





# Step # 2

When prompted, select your CAC Authentication Certificate and enter your CAC PIN. Regardless of the method used to access the Self-Service site, once logged on, click onto the “My Profile” tab. (Figure 2)



The screenshot shows a web interface with a dark navigation bar at the top. On the left, there are links for 'BlackBerry AtHoc', 'Inbox', and 'My Profile'. The 'My Profile' link is circled in red, and a blue arrow points to it from the right. On the right side of the navigation bar, there is a dropdown menu for 'MCAGCC TWENTYNINE PALMS' and a user profile for 'Burns CIV Michael F'. Below the navigation bar, the page title is 'Home / My Profile'. The main content area is titled 'My Profile' and contains a 'Move to Organization' button and an 'Edit' button. Below these buttons is a section titled 'PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and SORN NM05000-2.' followed by a close button (X). The statement is followed by two paragraphs: 'PURPOSE: To notify personnel (military and civilian employees, contractors, and dependents) associated with USMC installations, facilities, and/or organizations using the Enterprise Mass Notification System (eMNS), of emergency incidents requiring immediate action to preserve life and safety. Home addresses are used for geo-targeting of alerts.' and 'ROUTINE USE: Information provided will be accessible to eMNS operators/administrators with a need to know in order to provide alerts and to contact personnel subject to recall. External disclosure of data within this record other than for administration of the eMNS is not authorized.' The final paragraph is 'MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure: Voluntary. However, failure to provide requested information will impact receipt of emergency notifications. Inclusion of work email addresses and telephone numbers (desk/mobile) is required. Inclusion of personal contact information, i.e. home and/or personal phone numbers, personal email addresses, and home address is optional. Inclusion of home phone numbers is required for personnel subject to emergency recall.'

Figure 3



# Step # 3



Update the “Basic Info” attributes that apply to you by selecting the edit tab in the right corner. (Figure 4).

1. Username: (This is your DoD ID Number which should match your what’s on your CAC)
2. Last Name: (First Letter Upper Case the rest are Lower Case)
3. First Name: (First Letter Upper Case the rest are Lower Case)
4. Rank: (Selected your rank)
5. Display Name: (This is your Last Name, Rank, First Name)
6. Expected Rotation Date: (Your estimate of when you might be departing this installation as your duty station)
4. MAGTFTC/MCAGCC: (Click the “Select” line to update your Organizational Hierarchy. In some cases, the organizational hierarchy may not go all the way down to the level at which you work. Simply select the next appropriate higher headquarters that is listed) (Note: this must be completed or you’ll receive weekly notifications to update)
7. Residency: (Select your current location)

Basic Info	
Username	EDIPI
Last Name	Doe
First Name	John
Rank	CIV
Display Name	Doe CIV John
Expected Rotation Date	11/07/2020
MAGTFTC/MCAGCC	/MCAGCC/Installation Support Directorate/Mission Assurance/
Residency	Off Base
Emergency Community Personnel	

Figure 4



# Step # 4



Update the “Basic Info” attributes that apply to you by selecting the edit tab in the right corner. (Figure 5).

**Contact Information: Update all devices with your information on the ways you want to be contacted.**

**(Note: On phone numbers just enter the desired numbers)**

**\*\* “E-mail – Personal” is highly encouraged for a e-mail address to be used, as an e-mail association to the AtHoc system has to be made prior to downloading the AtHoc Mobile App to be used on personal cell phones (pg. 10).**

**Numbers**

**Phone - Work** (760) 830-XXXX  
Do not enter DSN numbers. Enter 10 digit commercial numbers. Extensions can be added by adding an x then the extension number.

**Phone - Home** (760) 123-4567

**Phone - Mobile** (760) 123-4567  
NOTE -This is for phone calls only. To receive SMS Text alerts, you must provide a phone number in the Text Messaging device box too.

**Text Messaging** (760) 123-4567

**Phone - Emergency** (760) 123-4567

**Phone - Dependent** (760) 765-4321

**Mobile App**

**Online addresses**

**Email - Work** john.doe1@usmc.mil

**Email - Personal** john\_doeUSMC@gmail.com

Figure 5



# Step # 5

Personnel now have the capability to add their dependents in to the AtHoc system so they can receive emergency notifications too. In order to add your dependents, you will select the following “Dependents” tab.



Next, select the “Add” button





# Step # 6



Input the “Basic Information” attributes that apply to your dependents.

(Note: only dependents that have an CAC #/DoD ID Number will be entered into the system)

1. First Name: (First Letter Upper Case the rest are Lower Case)

2. Last Name: (First Letter Upper Case the rest are Lower Case)

4. Display Name: (This is First Name, Last Name)

5. Username: (This is their DoD ID Number which should match what's on their CAC)

4. If they're “Exceptional Family Member” please check box.

5. Select through the drop down box the relationship this dependent has with you.

Basic Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Display Name	<input type="text"/> (Rank, if applicable) First-Name Last-Name
Username *	<input type="text"/> 10-digit DoD ID number/EDIPI/CAC
EFMP - Exceptional Family Member	<input type="checkbox"/>
Relationship to sponsor	<input type="text" value="None"/>





# Step # 7



Input the “Online Addresses” attributes that apply to your dependents.

(Note: only dependents that have an CAC #/DoD ID Number will be entered into the system)

**Contact Information: Update all devices with their information on the ways you want them to be contacted.**

**(Note: On phone numbers just enter the desired numbers)**

**\*\* “E-mail – Personal” is highly encouraged for a e-mail address to be used, as an e-mail association to the AtHoc system has to be made prior to downloading the AtHoc Mobile App to be used on personal cell phones (pg. 10).**

Online Addresses

Phone - Home	<input type="text" value="US"/>	ext	<input type="text"/>
Phone - Mobile	<input type="text" value="US"/>	ext	<input type="text"/>
NOTE -This is for phone calls only. To receive SMS Text alerts, you must provide a phone number in the Text Messaging device box too.			
Text Messaging	<input type="text" value="US"/>		
Mobile App	-		
Email - Personal	<input type="text"/>		





# AtHoc Mobile App Install



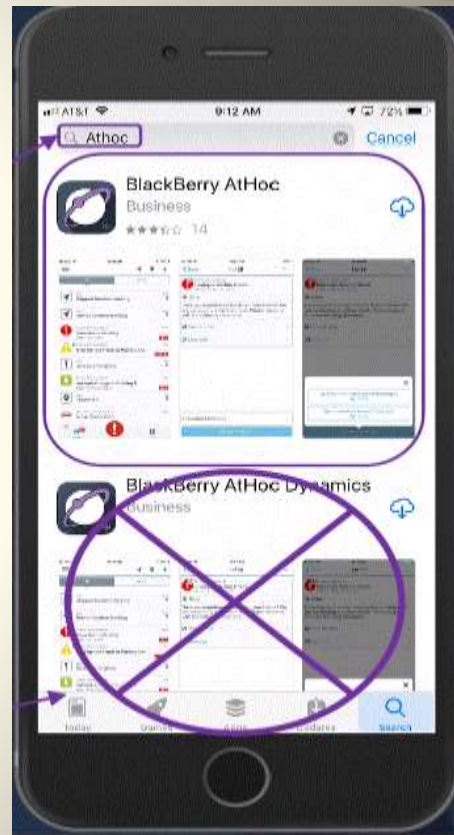
Due to mostly everyone has a smart phone this days, there is a way to get to the Marine Corps Mass Notification System via the AtHoc Mobile App.

**Note:** This guide uses an iPhone for screen shots. Your device may look slightly different, but the process should be the same. This guide will assist Users with installing the AtHoc Mobile App on your work or personal device.

**Step 1:** Remove any AtHoc apps from your mobile device if previously installed.

**Step 2:** Search 'AtHoc' from the App Store, Google Play Store or BlackBerry World store

**Caution, Do Not select BlackBerry AtHoc Dynamics, the second one:**





# AtHoc Mobile App Install



**Step 3:** You will receive several questions which will determine how the app will perform.

- 1) "AtHoc" Would like to send you Notifications
  - a) This is needed to advise you of an alert.
- 2) Allow "AtHoc" to access your location while using the app?
  - a) You can be notified of a threat or incident in a specific area if targeted. You can turn location service off. See note on page 4 for more details.
- 3) Register for Alerts
  - a) Select OK
  - b) You will need a user account in a USMC organization system and the organization code. "USMC" is the code (Note: When using "USMC" it must be capitalized.





# AtHoc Mobile App Install

**Step 4:** Add your personal email address. You must use an personal email that is loaded into your eMNS (AtHoc) profile page, (see page 5 of this document to ensure you have a email in the system), you'll need to use an address **OTHER THAN YOUR "USMC.MIL" ADDRESS.**

**Note:** Sometimes work emails will not verify the app due to firewalls and security measures set by MARCYBER. The personal email must be added to your user profile, this can be done by connecting to self-service or asking someone on your organization who can access the AtHoc Management system. You can always delete your personal email in your eMNS Profile after the verification.





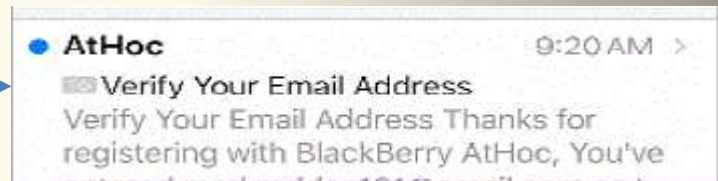
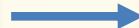


# AtHoc Mobile App Install



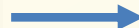
**Step 5:** Go to your email account and open the AtHoc email.

**Note:** This may take a few seconds to a few minutes depending on your LAN or Cell connection.



**Step 6:** You will need to select the hyperlink: Verify Now (see note below)

**Note:** Android users should select the [terms and conditions](#) link and then Verify Now.





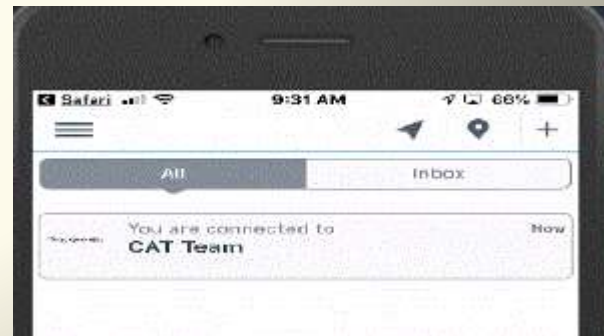
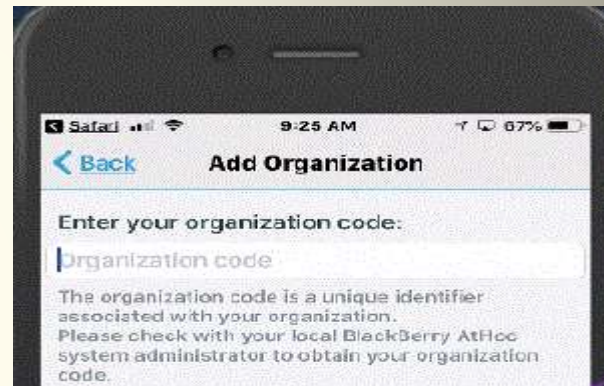
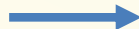
# AtHoc Mobile App Install



**Step 7:** Go back to your AtHoc App and wait for the screen to change from, “Register your email...” to “Enter Organization Code.” (USMC, remember to capitalized) This may take some time so let it sit.

**Note:** If the screen does not automatically switch after 30 minutes, check that you have the correct email used in your profile, or close the app and restart it or restart your phone. If none of these steps work, delete the app and start from step 2 (page 7), making sure you have good network connectivity.

Once connected you will see your organization in the menu. Simply touch it to go to your page and view alerts.





Any questions or assistance contact Mission Assurance at (760) 830-1884 or email [michael.f.burns1@usmc.mil](mailto:michael.f.burns1@usmc.mil)