Network-Centric Emergency Notification Systems

CONUS Self-Service Registration Instructions for the United States Marine Corps Mass Notification System

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Using the AtHoc Self-Service Function

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

2. General Information:
   - Marine Corps personnel whose workstation resides on the NMCI network can update 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 Purple Globe in the workstation system tray.

   - Marine Corps personnel whose workstation resides on the MCW or MRAM networks can access the Self-Service function from a URL (provided below).

   - Other DoD personnel who are members of Tenant organizations on a Marine Corps installation, but are not on the NMCI, MCW or MRAM networks do 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.

3. Steps:

   a. NMCI, MCW and MRAM users can open Self-Service by using the URL associated with your Installation from the following list.
      - MCBH KBay– https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060374
      - Camp Smith - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060376
      - HQMC/MCICOM - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060336
      - Lejeune/New River - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060346
      - Cherry Point - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060354
      - Norfolk Area - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060356
      - Parris Island - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060338
      - Beaufort - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060352
      - Blount Island - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060358
      - Albany - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060350
      - Pendleton - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060364
      - Miramar - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060368
      - MCRD San Diego - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060340
      - 29 Palms - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060342
      - Yuma - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060370
      - Bridgeport - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060344
      - Barstow - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060372
      - Quantico - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060360
      - 8th and I - https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060362

   b. NMCI users only: Can access Self-Service by right-clicking on the purple globe icon in the system tray on your NMCI workstation and selecting “Access Self-Service” (see Figures 1 & 2).

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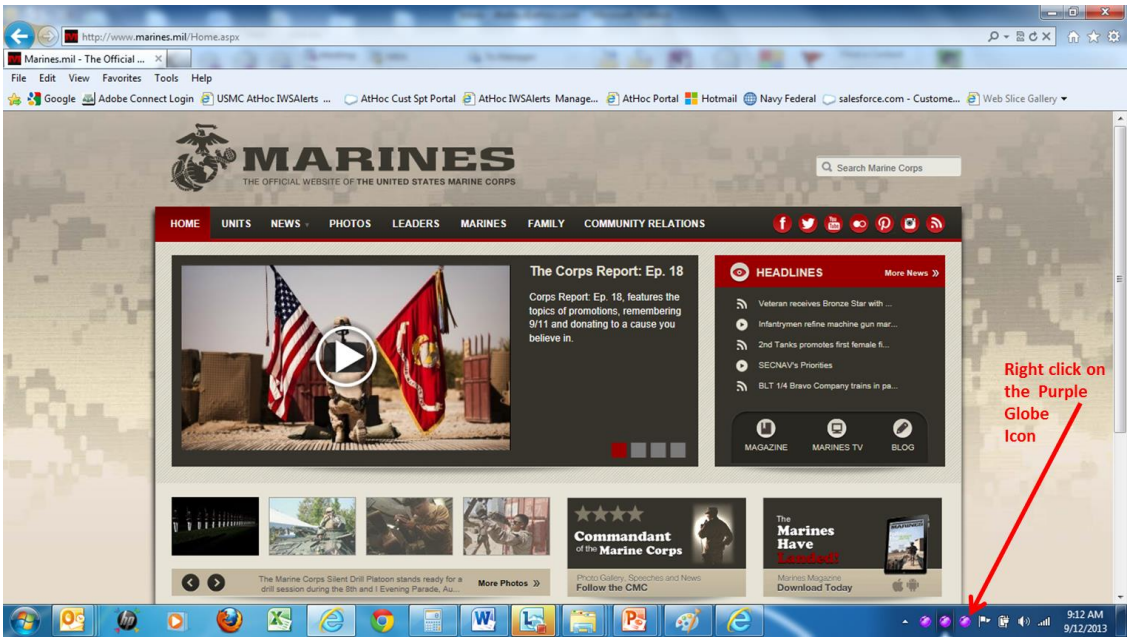

Figure 1

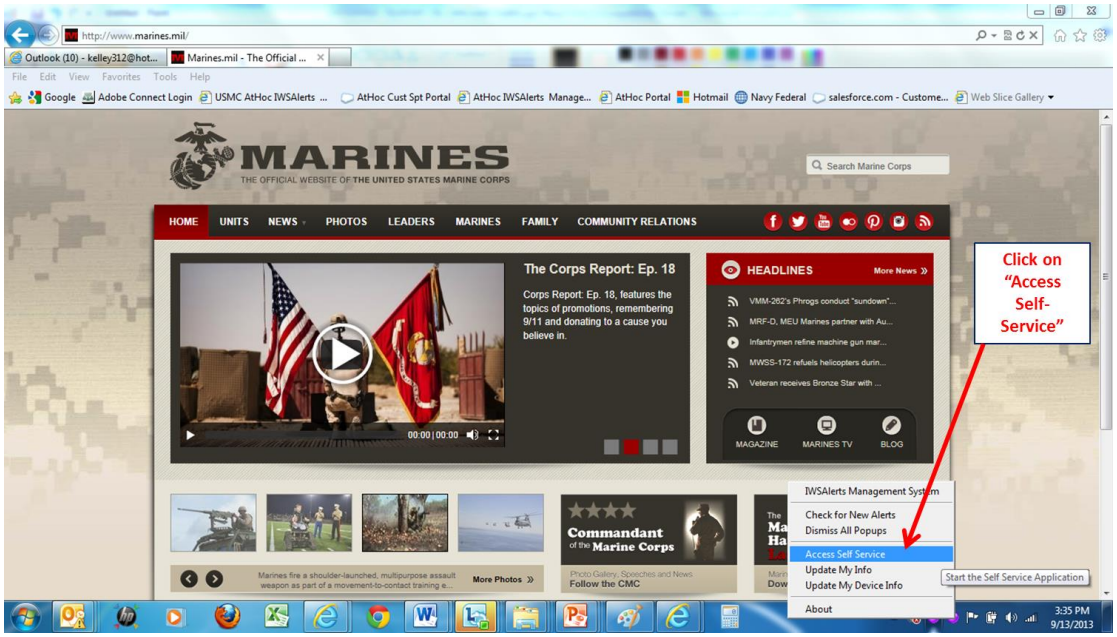

Figure 2

c. When prompted, select your CAC Certificate and enter your CAC PIN.
Regardless of the method used to access the Self-Service site, once logged on, the "My Info" Tab appears. (Figure 3)

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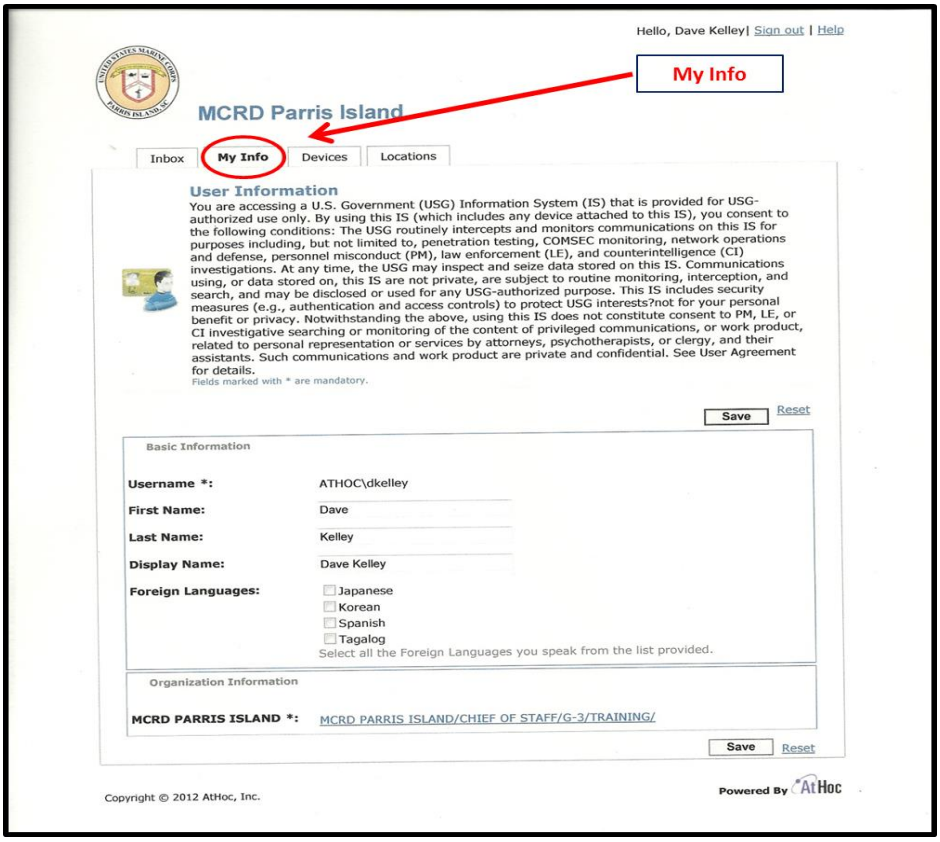

Figure 3

d. Update the key attributes that apply to you.

1) Select any of the listed foreign languages if you have an advanced skill in the language.(Figure 3)

2) Important: select your organization by clicking on the hyperlink in the Organization Information section (Figure 4).

3) 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 (Figure 5).

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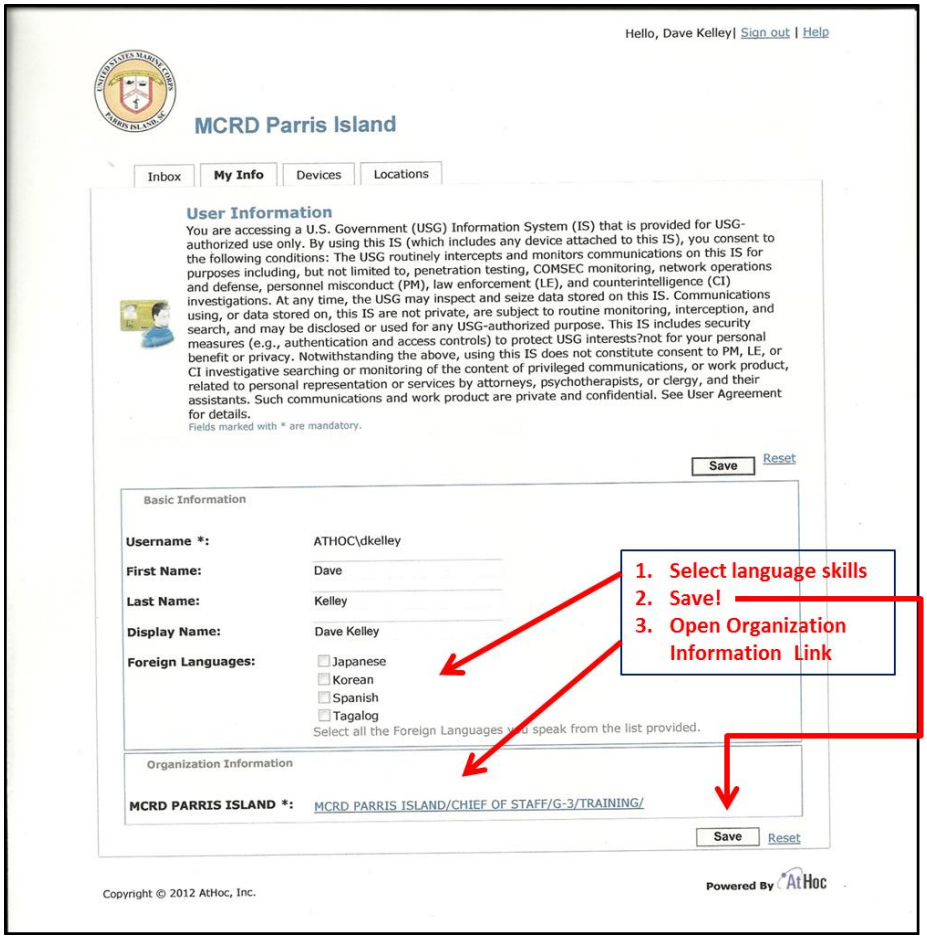

Figure 4

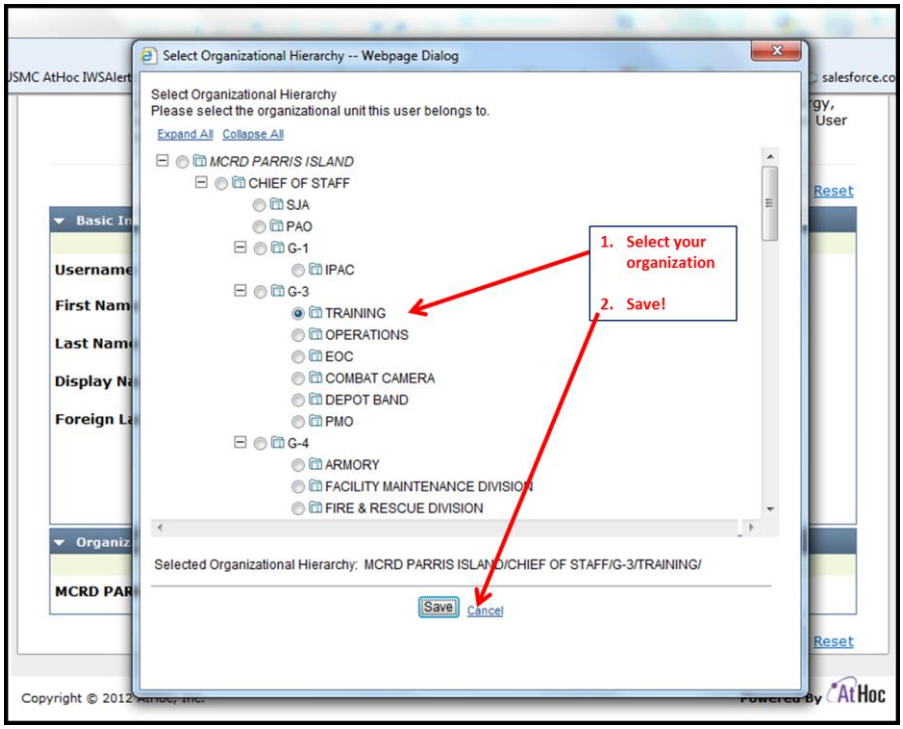

Figure 5

e. Once you have updated the data on the “My Info” tab and clicked “Save”, click on the “My Devices” tab (Figure 6). Input your contact information email, phone, and SMS text and then “Save”. Enter commercial phone numbers only, no DSN numbers!

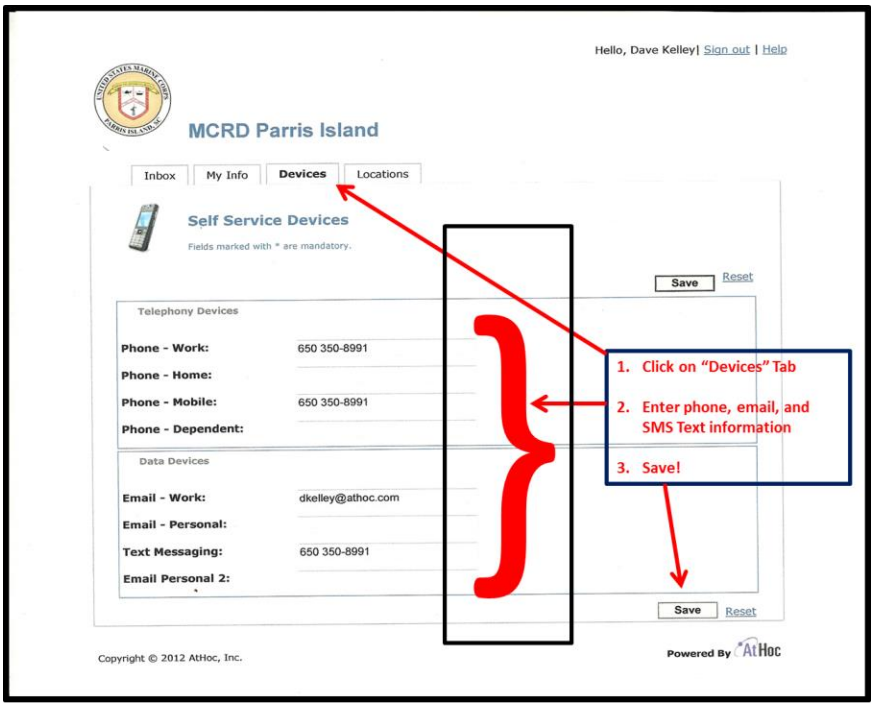

Figure 6

f. When you’ve completed entering Device information, click on the “Locations” Tab to enter and work address information. (Figure 7)

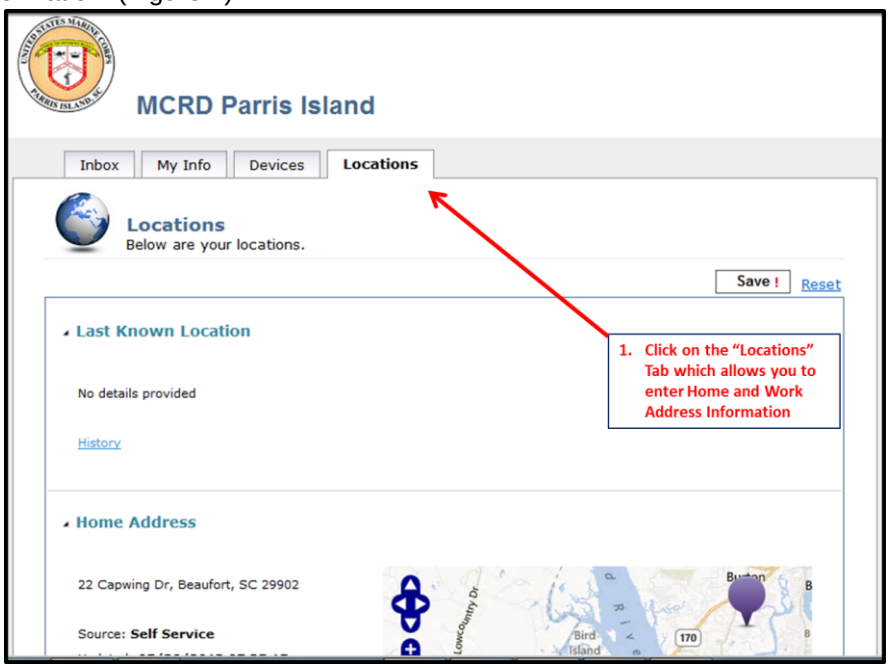

Figure 7

1) Click on the “Edit” button for either your Home or Work Address. (Figure 8)

Figure 8

2) Address information can be added in two ways (Figure 9)
   (a) By typing in the actual address in the space provided; or
   (b) By using the cursor on the Map and moving it to the exact location

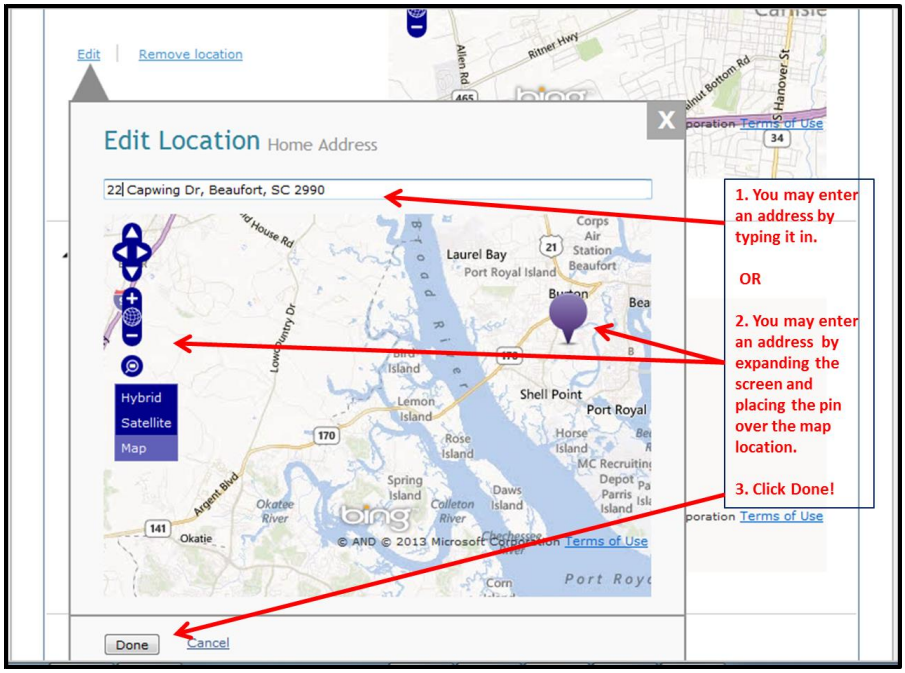

Figure 9

3) Click the “Save!” button to save your changes. (Figure 10).

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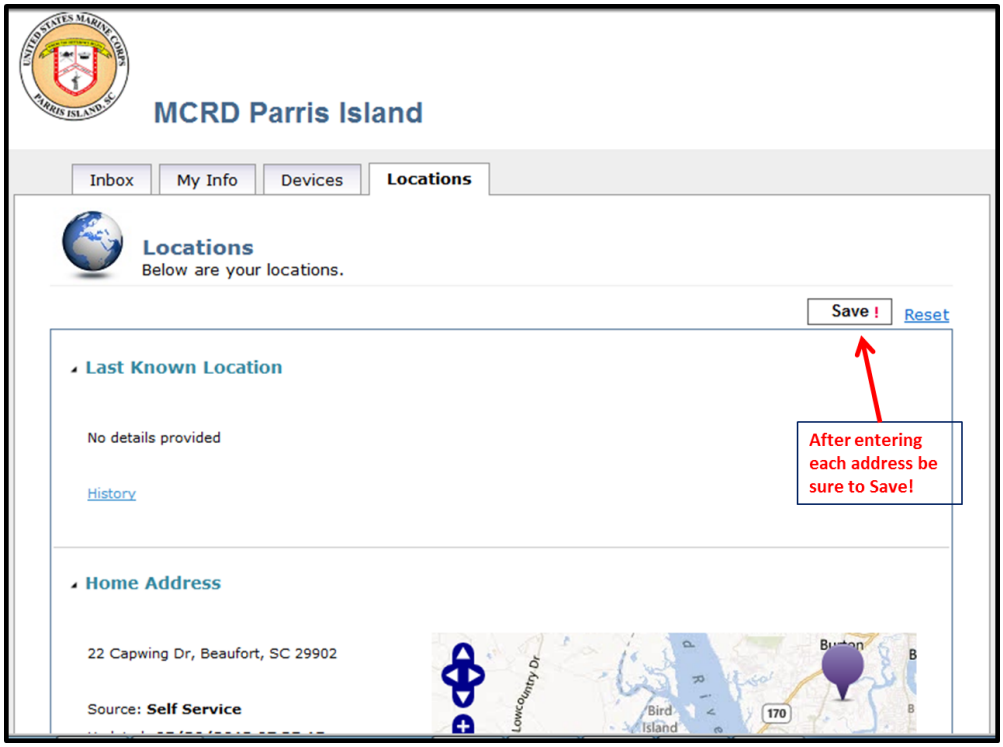

Figure 10

Congratulations! You have completed the steps required to enter all pertinent information and receive alerts on the devices you provided. Please update your information as it changes using these same procedures.

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