



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 Purple Globe in the workstation system tray or use the following Self Service URL: <https://alerts1.mcdsus.mcids.usmc.mil/SelfService/2060342>
- Other personnel who are members of MAGTFTC, 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 purple globe icon in the system tray on your workstation and selecting “Access Self-Service” (see Figures 1 & 2).

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

<https://alerts1.mcdsus.mcids.usmc.mil/SelfService/2060342>)

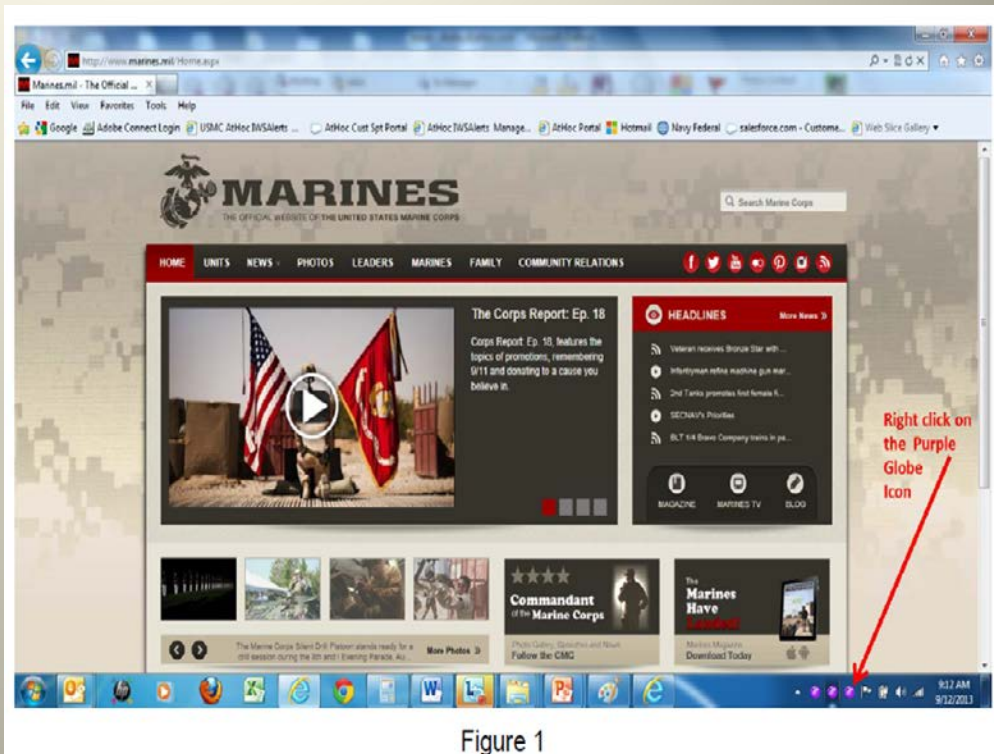


Figure 1



Step # 2

The screenshot shows the official website of the United States Marine Corps (marines.mil) in a web browser. The page features a navigation bar with links for HOME, UNITS, NEWS, PHOTOS, LEADERS, MARINES, FAMILY, and COMMUNITY RELATIONS. A search bar is located in the top right corner. The main content area includes a video player for 'The Corps Report: Ep. 18' and a 'HEADLINES' section. A dropdown menu is open over the 'Access Self Service' link, showing options: 'Check for New Alerts', 'Dismiss All Popups', 'Access Self Service' (highlighted), 'Update My Info', 'Update My Device Info', and 'About'. A red arrow points from a text box to the 'Access Self Service' link. A secondary text box points to the 'Update My Device Info' option.

Click on "Access Self-Service"

Start the Self Service Application

Figure 2



Step # 3



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, click onto the “My Info” (Figure 3)

My Profile [Edit](#)

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.

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.

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.

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.

Basic Info **Mobile and Desktop**

Figure 3



Step # 4



Update the “Basic Info” attributes that apply to you by selecting the edit tab in the right corner. (Figure 4 & 5).

1. First Name: (First Letter Upper Case the rest are Lower Case)
2. Last Name: (First Letter Upper Case the rest are Lower Case)
3. Display Name: (This is your Last Name, Rank, First Name)
4. Mapping ID: (This is your DoD ID Number which should match your Username above)
5. MAGTFTC/MCAGCC: (Click the “/” 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)
6. Residency: (Select your current location)
7. Site Code: (Please ensure it says “PLMS”)

Basic Info

Username *	<input type="text"/>
First Name	<input type="text" value="Michael"/>
Last Name	<input type="text" value="Burns"/>
Display Name	<input type="text" value="Burns CIV Michael F"/>
Mapping ID	<input type="text"/>
Created On	10/07/2013 00:46:34
MAGTFTC/MCAGCC *	/MCAGCC/Installation Support Directorate/Mission Assurance/Force Protection/
Foreign Language Speaker	<input type="text" value="None"/> Select all the languages you speak from the list provided
Expected Rotation Date	<input type="text" value="11/12/2018"/> Show date like MM/DD/YYYY = 10/22/2013
Residency *	<input type="text" value="Off Base"/> Please select your current residency location
Emergency Community Personnel	<input type="text" value="None"/> Select all that imply
Site Code	PLMS

Figure 4



Step # 5



Update the “Basic Info” attributes that apply to you by selecting the edit tab in the right corner. (Figure 4 & 5).

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



(Note: On phone numbers please use the following format: (XXX) XXX-XXXX)

Numbers

Phone - Work	<input type="text" value="(760) 830-1884"/>
Do not enter DSN numbers. Enter 10 digit commercial numbers. Extensions can be added by adding an x then the extension number.	
Phone - Home	<input type="text" value="(760) 401-6582"/>
Phone - Mobile	<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="(760) 401-6582"/>
Phone - Emergency	<input type="text" value="(760) 401-6582"/>
Phone - Dependent	<input type="text" value="(760) 799-2839"/>
Mobile App	

Online addresses

Email - Work	<input type="text" value="michaeLf.burns1@usmc.mil"/>
Email - Personal	<input type="text" value="usmcnbccwo3@gmail.com"/>
Email - Personal #2	<input type="text"/>

Figure 5



Any questions or assistance contact the Force Protection Branch
at (760) 830-1884 or email michael.f.burns1@usmc.mil