Marine Air Ground Task Force Training Command

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

“AtHoc Registration Process”
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.mcgsus.mcds.usmc.mil/SelfService/2060342](https://alerts1.mcgsus.mcds.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 globe icon in the below system tray on your workstation and Selecting “Access Self-Service”

(see Figures 1 & 2)

(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.mcdisus.mcds.usmc.mil/SelfService/2060342
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 Info” tab. (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)
7. Residency: (Select your current location)
Step # 4
Update the “Basic Info” attributes that apply to you by selecting the edit tab in the right corner. (Figure 5).

1. 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 #2” is highly encouraged for a dependents e-mail address as an e-mail association has to be made prior to downloading the AtHoc Mobile App (pg. 7).
AtHoc Mobile App Install

Due to mostly everyone has a smart phone these 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:
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.)
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.
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