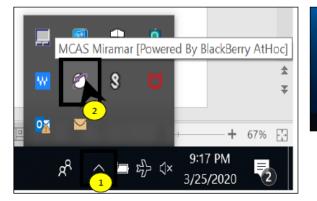


AtHoc Registration

User Updates in Self Service

- Click the slide tray icon (chevron) bottom right of computer screen.
 *Operators may want to click, hold and drag the globe to lower toolbar.
- 2. Hover the mouse curser over the Globe.
 - a. If it reads the desired VPS Name [Powered by Blackberry AtHOC], user is good for self service updates within their home VPS.
 - b. If it reads another organization / installation or "User Parking", User is not in the right database and needs to move organizations.
- Right click Self Service in the pop-up dialog box. If Self Service will not load, use the url for the correct VPS (Operators can find this on their eMNS VPS management homepage).
- 4. Click "Acknowledge" in the pop-up dialog box.
- If required, select the correct browser ("PIV" or Authentication) Certificate.





*Operators may want to click, hold and drag the globe to lower toolbar.



Please Acknowledge

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



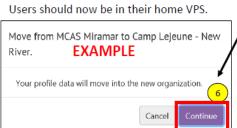
You may also update this info at: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC



AtHoc Registration

Changing VPSs (Organizations) - User Updates in Self Service

- 1. The screen will populate with the inbox.
- 2. Select MY PROFILE.
- 3. The My Profile Screen will pop up.
- 4. Users not at the correct VPS will need to select "Move to Organization".
- Scroll down to find correct home VPS (organization / installation) , double click or highlight & select "OK."
- A pop-up dialog box will appear asking to move the organization. If correct, select "CONTINUE".



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AtHoc Registration

Edit User Profile User Updates in Self Service

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splay Name	JOE MARINE	Phone - Home	+1 858-123-4568 ext	County of Residence	San Diego	•	Email - Work Email - Personal	joe.marine@usmc.mil
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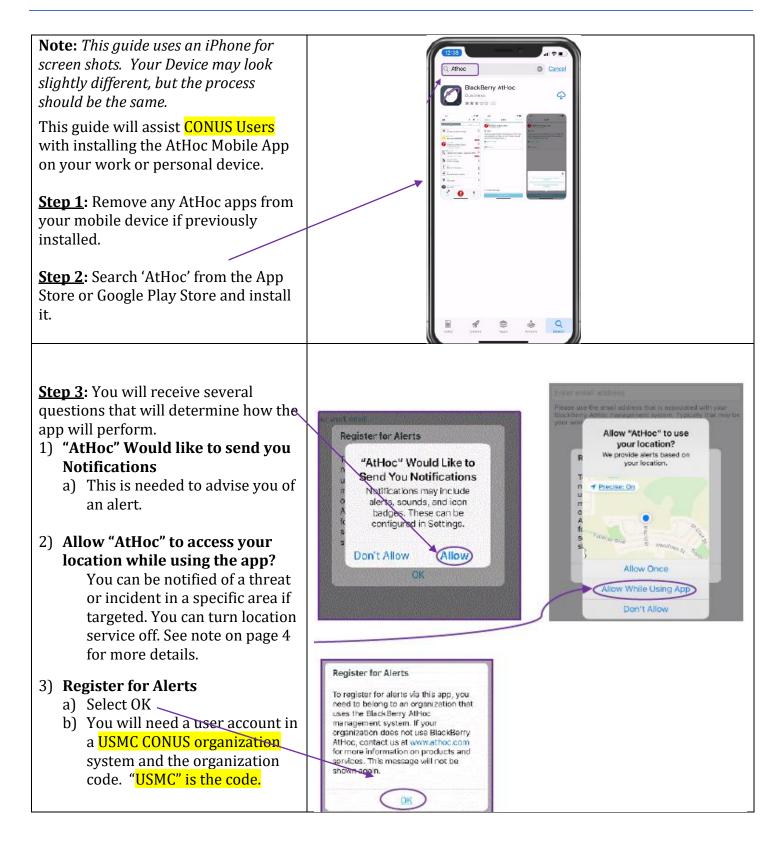
5. Once all edits are complete click SAVE.

A new feature is the "Dependents" tab next to "My Profile" where you can add your dependent's information for alert notification purposes.

bottom of the Edit page.









AtHoc Mobile App Install – USMC CONUS



<u>Step 4</u>: Add your email address. You must use an email from your eMNS (AtHoc) profile page; recommend using an address other than a "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 selfservice 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.

<u>Step 5</u>: 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.

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Please use the email address that is associated with your BlackBerry Al-loc management system. Typically that may be your work email. Terms of Use	Verify Your Email Address Today at 9:18 AM
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Step 7:Go back to your AtHoc Appand wait for the screen to changefrom, "Register your email" to"Enter Organization Code." This maytake some time so let it sit. Once itchanges, enter: USMCNote: If the screen does notautomatically switch after 30 minutes,check that you have the correct emailused in your profile, or close the appand restart it or restart your phone. Ifnone of these steps work, delete theapp and start from step 2 abovemaking sure you have good networkconnectivity.Once connected you will see yourorganization in the menu. Simplytouch it to go to your page and yiew	Balad uni 925 AM For a solution code is a unique identifier associated with your our organization. Prese check with your our organization. Prese check with your our organization code is a unique identifier associated with your our organization. Prese check with your our organization code is a unique identifier associated with your our organization code. I a s d f g h j k l I a s d f g h j k l I 2 © g space Send
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Help / Questions? For detailed instructions on many topics, click on the question mark in the upper right corner of the Home Page in the eMNS (AtHoc) system or your the Self-Service page. This will take you to the BlackBerry Docs page.	🌣 🥹
Best Practices: Use your personal email in your profile to verify the mobile app install. For Android users: Select the terms and conditions within the verification email. You don't have to read the PDF, simply access it. Go back to the email and then select Verify Now and then proceed to step 6.	 Additional Information: Location Services from Step 3, sub step 2a.: This feature will only identify where you are when you reply to an alert from the mobile app. It will not track your movement. Responding to an alert with the mobile app simply saves your location to your user profile. You can always turn off Location Services within your device's settings and this will prevent the mobile app from sharing your location. If you do turn them off, the app will prompt you to turn them back on before acknowledging an alert via the mobile app. Please refer to your specific phone for this process.





If you have installed the app and plan on changing devices, we recommend disconnecting your old device by	• If you are an Enterprise or Organization Administrator, in the mobile app settings, you can select 'User choice' as yes or no. This offers the user to choose whether to send
going into the app and selecting Disconnect at the top of the screen.	location information with alert or event response or not.