

**Network-Centric Emergency Notification Systems** 



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

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## Questions may be directed to:

Dave Kelley (650) 350-8991 <u>dkelley@athoc.com</u> AtHoc Support (888) 462-8462 or (650) 685-3090 support@athoc.com

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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- <a href="https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060374">https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060374</a>
  - 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 <u>https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060356</u>
  - 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
  - 8<sup>th</sup> 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).



Figure 1



Figure 2

 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)

		My Info
MCRD Par	ris Island	
Inbox My Info D	Locations	
User Informat	tion	
You are accessing a	U.S. Government (USG) Information Sy	evice attached to this IS), you consent to
the fellowing conditi	one: The USG routinely intercents and n	nonitors communications on this 15 for
and defense percer	and micconduct (PM) law enforcement (	COMSEC monitoring, network operations (LE), and counterintelligence (CI)
investigations. At an	ny time, the USG may inspect and seize	to routine monitoring, interception, and
b where and may be	dieclosed or used for any USG-authorize	ed purpose. This IS includes security
herefit or privacy h	hentication and access controls) to prote totwithstanding the above, using this IS	does not constitute consent to PM, LE, OF
CT investigative coa	rching or monitoring of the content of pr representation or services by attorneys,	rivileged communications, or work product,
assistants. Such cor	mmunications and work product are priv	ate and confidential. See User Agreement
. for details. Fields marked with * are	mandatory.	
Pleids hidriked with ore		
rieus marked with " ofe		Save Rese
		Save
Basic Information		Save Rese
	ATHOC\dkelley	Save
Basic Information	ATHOC\dkelley	Save
Basic Information Username *: First Name:	ATHOC\dkelley Dave	Save
Basic Information	ATHOC\dkelley	Save
Basic Information Username *: First Name:	ATHOC\dkelley Dave	Save
Basic Information Username *: First Name: Last Name:	ATHOC\dkelley Dave Kelley	Save
Basic Information Username *: First Name: Last Name: Display Name:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean	Save
Basic Information Username *: First Name: Last Name: Display Name:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish	Save
Basic Information Username *: First Name: Last Name: Display Name:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog	Save
Basic Information Username *: First Name: Last Name: Display Name: Foreign Languages:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish	Save
Basic Information Username *: First Name: Last Name: Display Name:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog	Save
Basic Information Username *: First Name: Last Name: Display Name: Foreign Languages: Organization Information	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog Select all the Foreign Languages you s	save_
Basic Information Username *: First Name: Last Name: Display Name: Foreign Languages:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog	save_
Basic Information Username *: First Name: Last Name: Display Name:	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog	Save
Basic Information Username *: First Name: Last Name: Display Name: Foreign Languages: Organization Information	ATHOC\dkelley Dave Kelley Dave Kelley Japanese Korean Spanish Tagalog Select all the Foreign Languages you s	save

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).
  - 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).

TES MARTIN		Hello, Dave Kelley  Sign out   Help
MCRD Par	ris Island	
Inbox My Info D	Devices Locations	
User Informat	tion	
puthorized use only	U.S. Government (USG) Information Syst . By using this IS (which includes any dev	rice attached to this IS), you consent to
the fellowing condit	ions: The USG routinely intercepts and mo but not limited to, penetration testing, CC	onitors communications on this 15 for
and defense percer	and misconduct (PM) law enforcement (L	F), and counterintelligence (CI)
using or data store	ny time, the USG may inspect and seize d d on, this IS are not private, are subject t	to routine monitoring, interception, and
search, and may be	e disclosed or used for any USG-authorized theotication and access controls) to protect	t USG interests?not for your personal
related to porconal	representation or services by attorneys. I	vileged communications, or work product, osychotherapists, or clergy, and their
assistants. Such con for details.	mmunications and work product are privat	te and confidential. See User Agreement
Fields marked with * are	mandatory.	
		Reset
		Save
Basic Information		
Username *:	ATHOC\dkelley	
First Name:	Dave	1. Select language s
		2. Save!
Last Name:	Kelley	
Display Name:	Dave Kelley	3. Open Organizatio
	Japanese	Information Link
Foreign Languages:		
Foreign Languages:	Korean	
Foreign Languages:	Spanish	
Foreign Languages:	Spanish	weak from the list provided.
	Spanish	eak from the list provided.
Foreign Languages: Organization Information	Spanish	reak from the list provided.
Organization Information	Spanish Tagalog Select all the Foreign Languages you sp	
	Spanish	
Organization Information	Spanish Tagalog Select all the Foreign Languages you sp	
Organization Information	Spanish Tagalog Select all the Foreign Languages you sp	r/G-3/TRAINING/

Figure 4

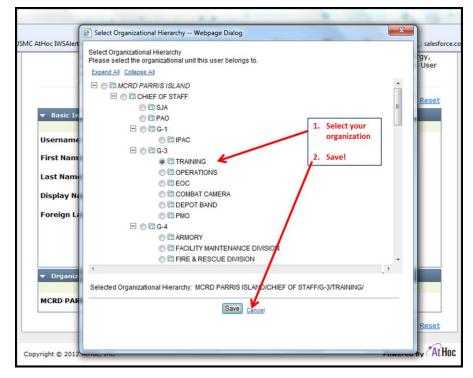


Figure 5

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)

MCRD Parris Island	
Inbox My Info Devices Locations	
Locations Below are your locations.	
	Save ! Reset
Last Known Location	1. Click on the "Locations"
No details provided	Tab which allows you to enter Home and Work Address Information
History	
Home Address	
22 Capwing Dr, Beaufort, SC 29902	Button & B
Source: Self Service	Bird c 170 B

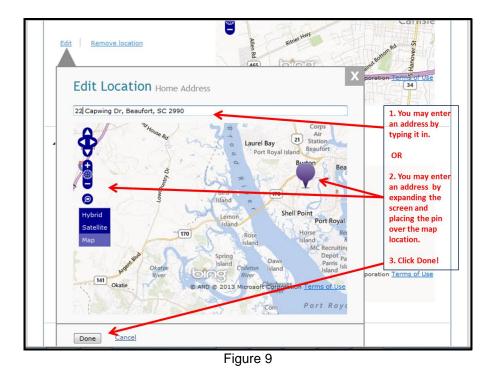
Figure 7



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



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

MCRD Parris Island	
Inbox My Info Devices Locations	
Locations Below are your locations.	
	Save ! Reset
✓ Last Known Location	$\uparrow$
No details provided	After entering each address be
History	sure to Save!
Home Address	
22 Capwing Dr, Beaufort, SC 29902	Button
Source: Self Service	1. <u>5.</u>

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.