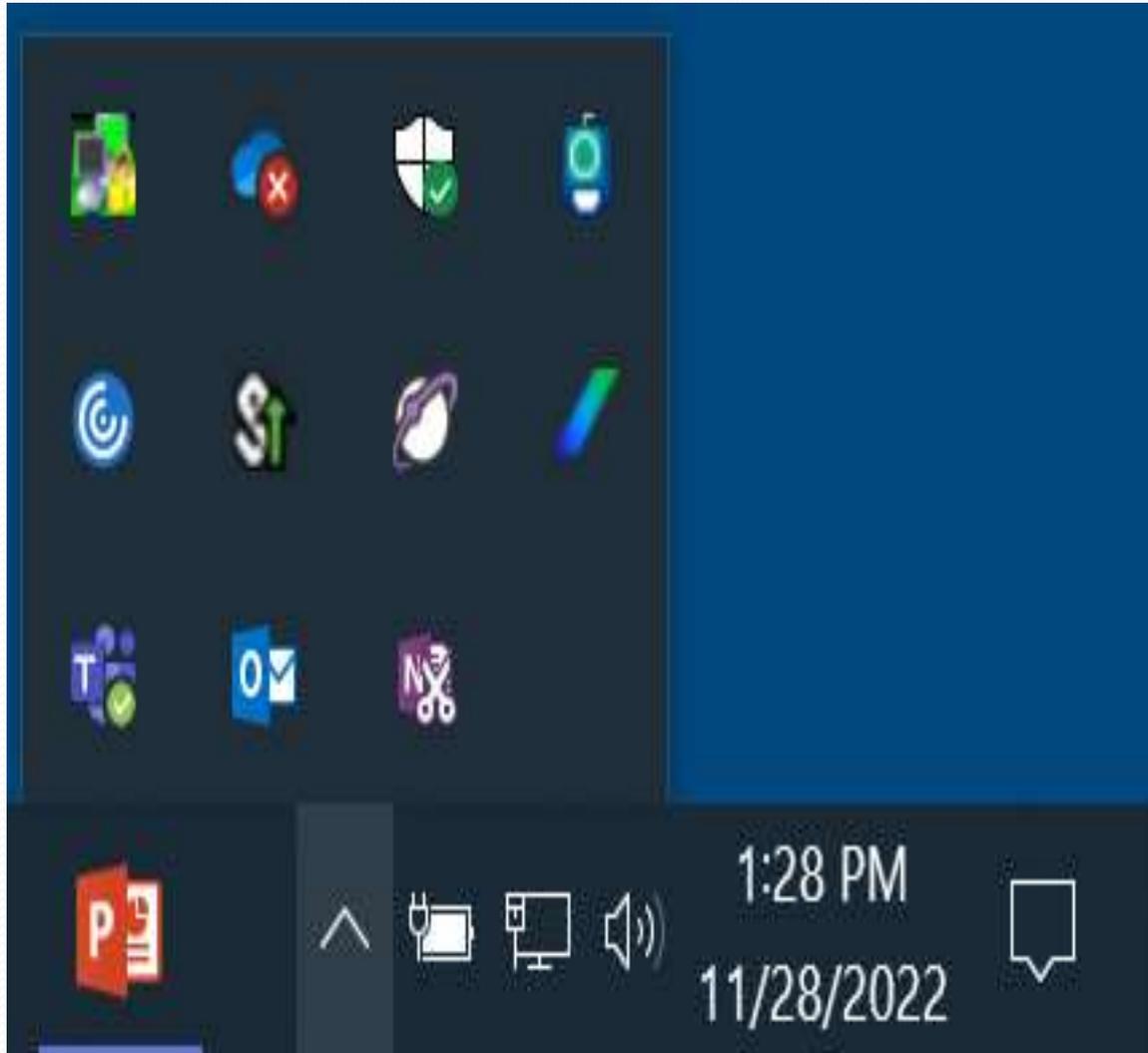


CNDS/AtHoc/WAAN

Self Service Quick Guide Instructions

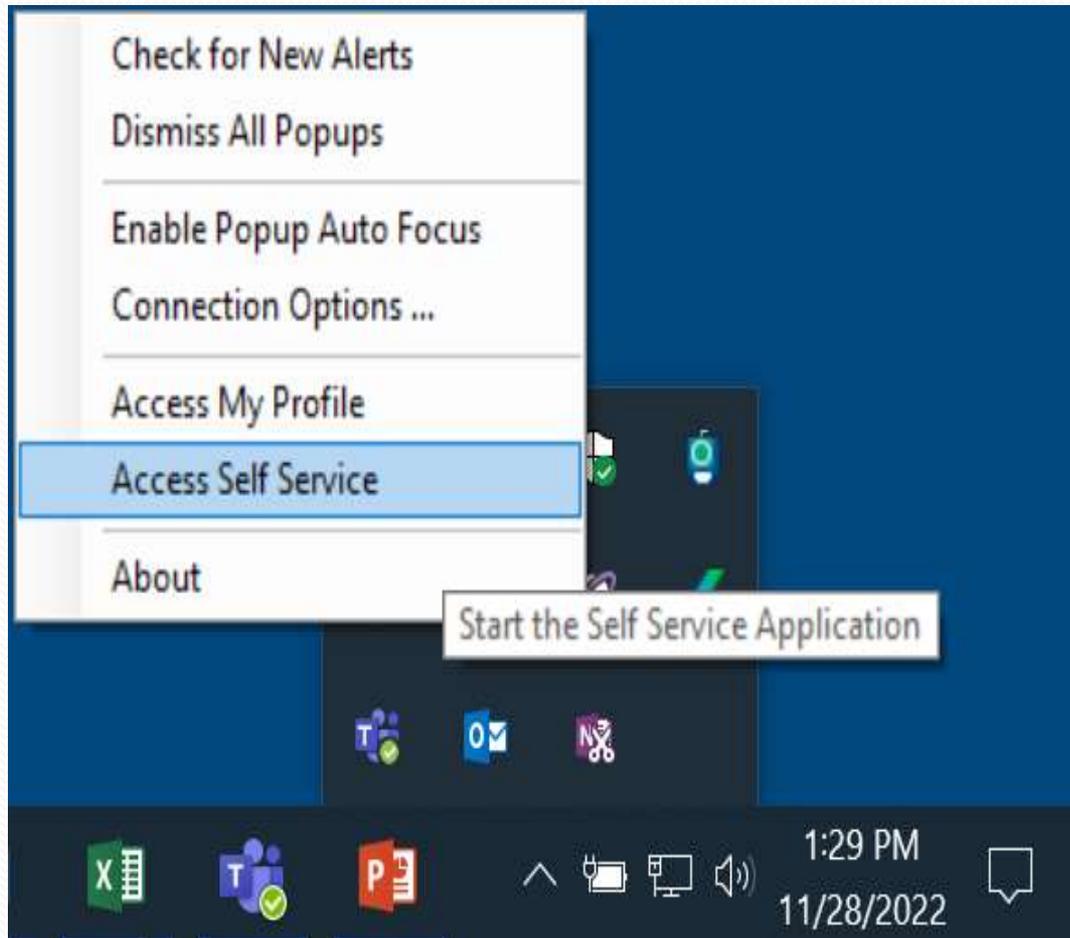
Accessing AtHoc via NMCI



Left click the “Up Arrow” in the bottom right corner of your NMCI desktop or laptop computer screen

Note: If you do not see a Purple Globe, contact NMCI helpdesk (1-866-843-6624) to reinstall AtHoc on your computer

Accessing AtHoc via NMCI



- 1) Right click on purple globe icon
- 2) Left click and select "Access Self Service"
- 3) This should open a webpage in Chrome or Microsoft Edge
- 4) Proceed to slide 7

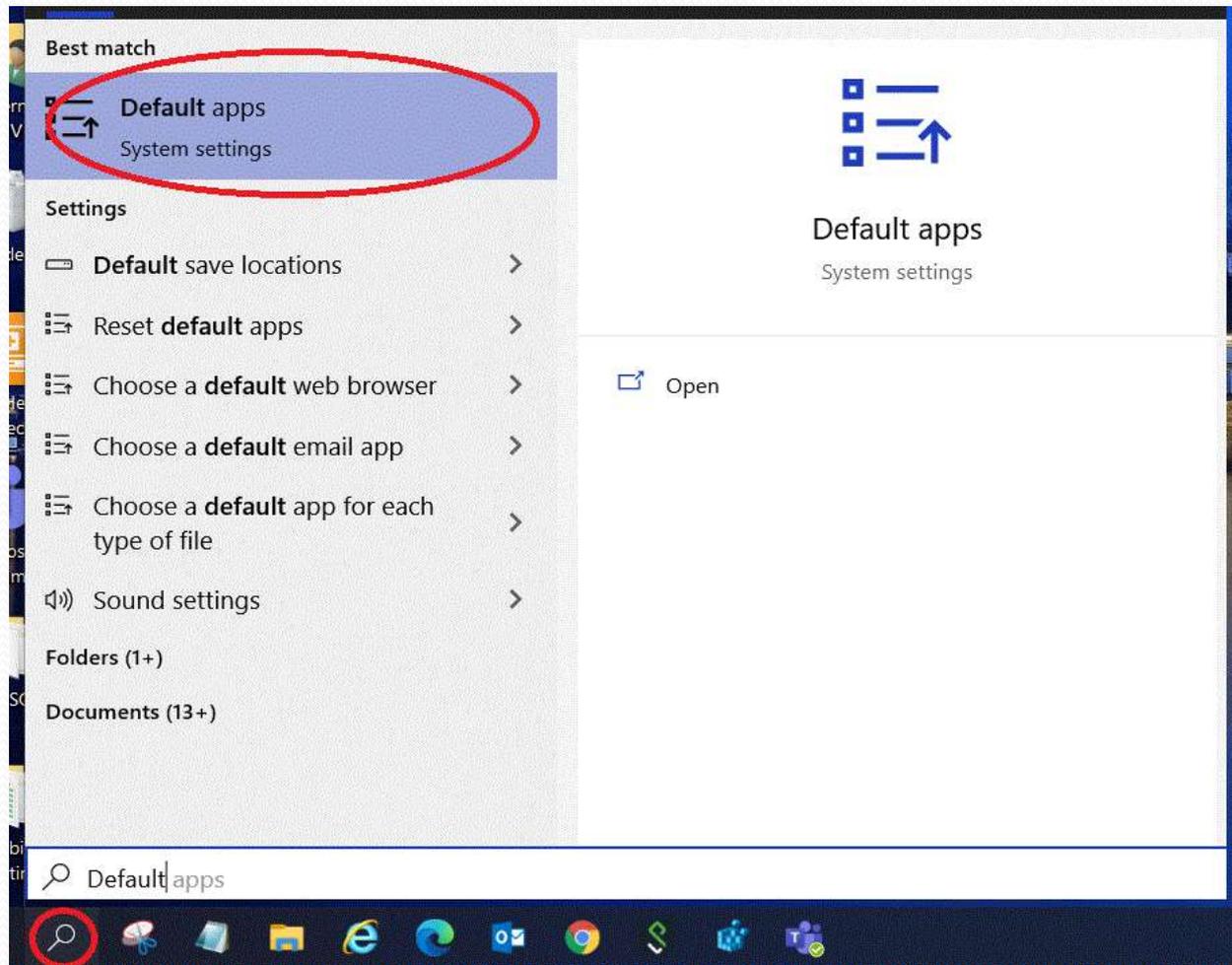
NOTE: If no webpage opens, proceed to slide 4 to activate AtHoc

Configuring AtHoc via NMCI

If AtHoc Self-Service page did not open:

1) Left click in the windows search bar in the bottom left corner of your NMCI desktop or laptop computer screen

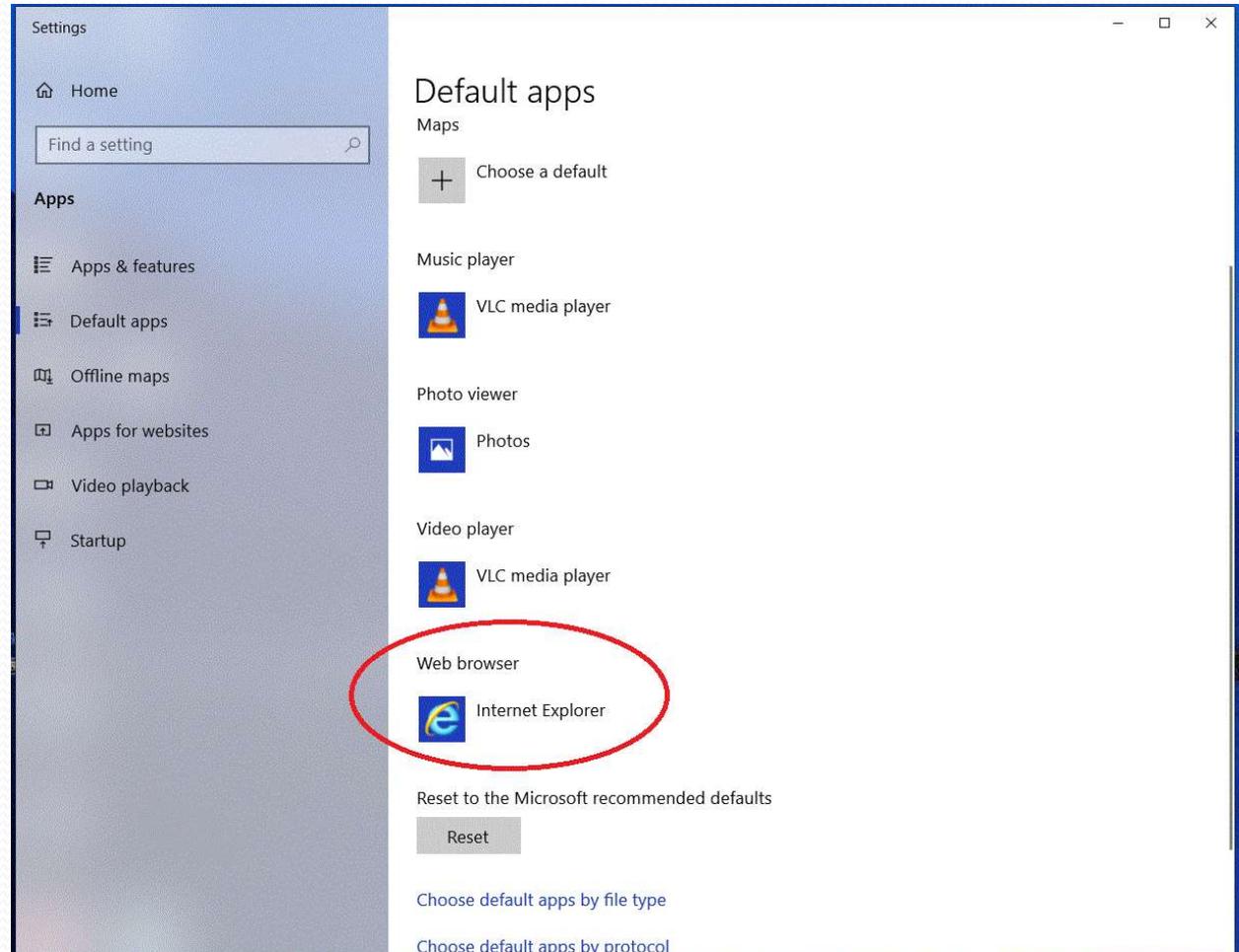
2) Type “Default Apps”



Configuring AtHoc via NMCI

1) **Scroll down and search for the Web browser option and left click**

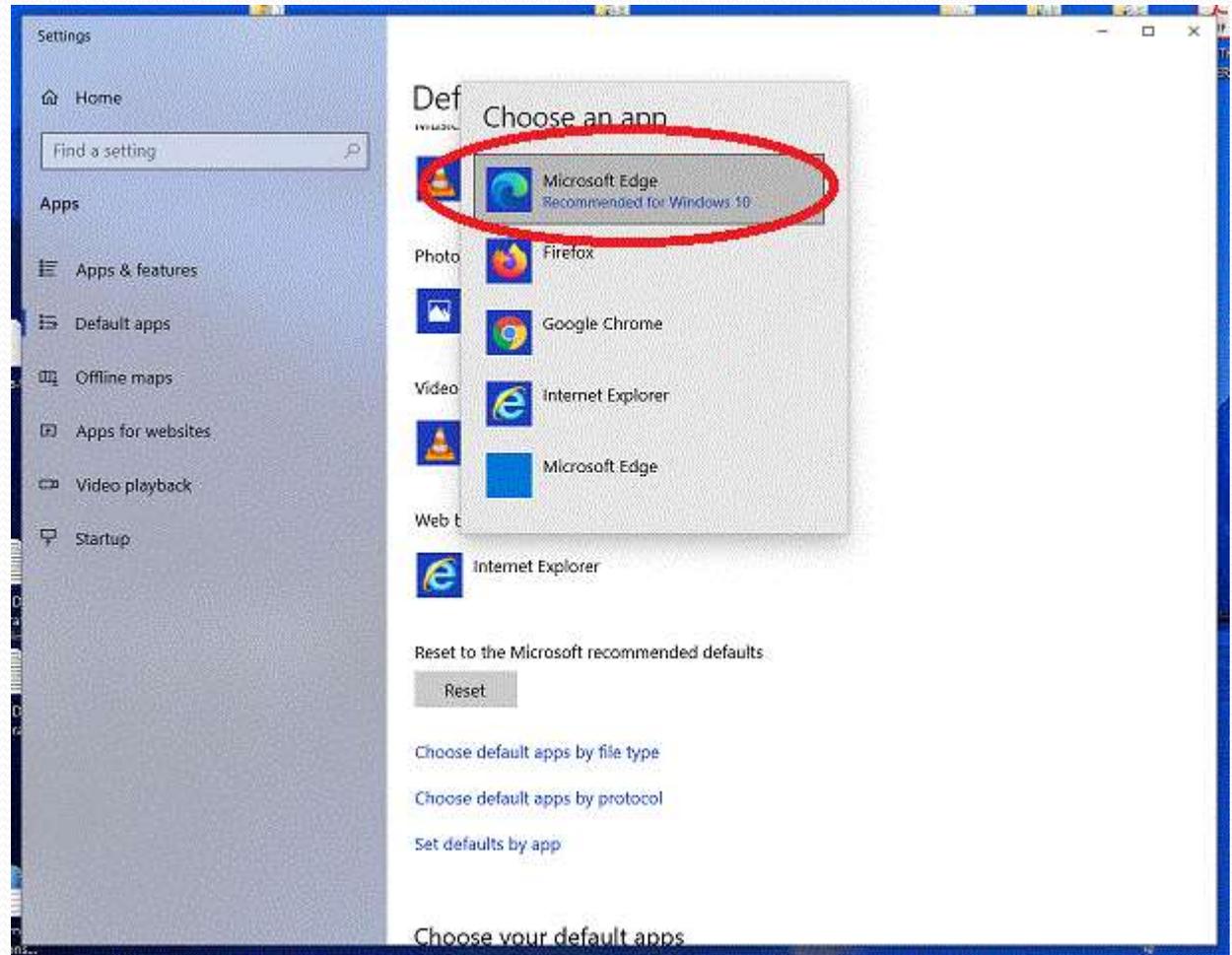
Note: Firefox and Internet Explorer will NOT work



Configuring AtHoc via NMCI

1) Select Microsoft Edge or Google Chrome

If you still cannot access AtHoc via slide 2&3, contact NMCI helpdesk (1-866-843-6624) to reinstall AtHoc on your computer



Editing AtHoc Profile & Information

1) Select your certificate to authenticate access and left click “acknowledge” to access to the AtHOC system.

You will arrive at the In-Box page

Inbox

Search by Title or Body Advanced

Showing 1 - 20 of 167 items

Severity	Title	Status	Updated	Type	Published By
Moderate	E O C WEEKLY TEST	INBOX	11/25/2022 12:00:12	Other	jeffrey.eng
High	CHRNW ROC Weekl...	INBOX	11/25/2022 08:07:04	Other	rwo.cnmw
Moderate	Gate Closure	INBOX	11/17/2022 10:56:55	Other	jon.c.kaderly
Moderate	Gate Closure	INBOX	11/17/2022 09:33:02	Other	jon.c.kaderly
Moderate	E O C WEEKLY TEST	INBOX	11/16/2022 12:00:10	Other	richard.russett4
High	NAVAL SECURITY F...	INBOX	11/15/2022 09:14:40	Other	miranda.chavez2
Moderate	E O C WEEKLY TEST	INBOX	11/09/2022 12:00:11	Other	David Wade
High	CHRNW ROC Weekl...	INBOX	11/09/2022 07:46:37	Other	rwo.cnmw
High	20221108_CAT Acti...	INBOX	11/08/2022 12:46:10	Other	Robert Vaughan
High	NAVAL SECURITY F...	INBOX	11/08/2022 12:10:55	Other	pheejay.rdeguzman
High	20221108_CAT Acti...	INBOX	11/08/2022 09:22:18	Other	Robert Vaughan
High	20221108_CAT Acti...	INBOX	11/08/2022 09:18:01	Other	Robert Vaughan
High	NAVAL SECURITY F...	INBOX	11/08/2022 08:44:17	Other	pheejay.rdeguzman
Moderate	E O C WEEKLY TEST	INBOX	11/02/2022 12:01:50	Other	ilrene.g.davis1
High	Navv Region North	INBOX	11/02/2022 08:13:59	Other	rwo.cnmw

***In-Box** Tab will list alerts you have received within last 30 days

*Click on alert to view details

Editing AtHoc Profile & Information

1) Left click “My Profile” and then select “Edit” button

2) Review and edit key fields, you may have to scroll down the page to field all field

NOTE: Desktop App alert is automatic if logged on NMCI system

First and Last Name: Ensure correct with no symbols or numbers

Display Name: Name the system will say, text, email in alerts

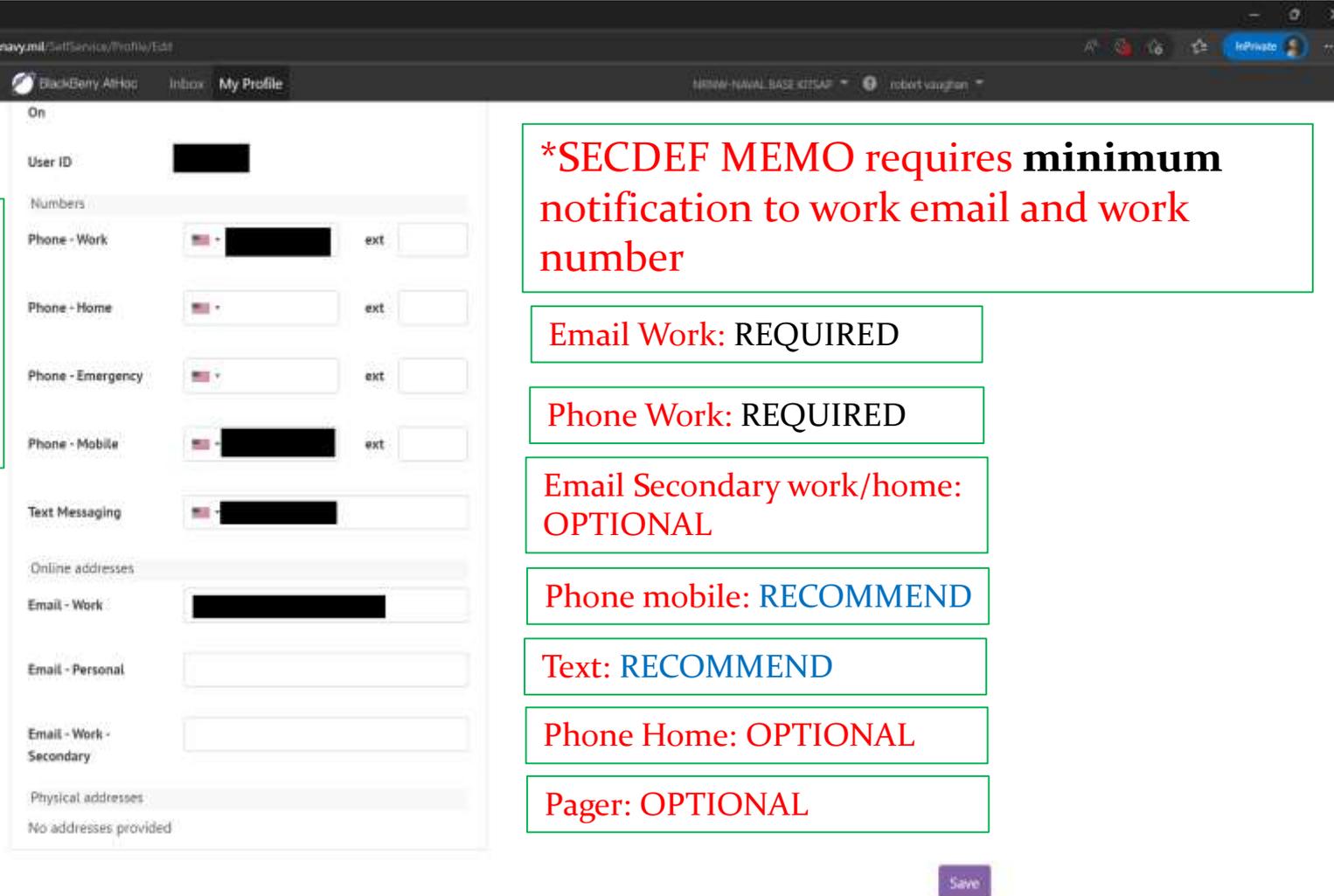
Major Tenants: Select relative commands as required

Installation: Select one or more as required

My Profile page displays your personal information for the AtHoc messages and groups

Editing AtHoc Profile & Information

1) Left click
“Save”
button
when
complete



The screenshot shows the BlackBerry AtHoc profile editing interface. The page is titled "BlackBerry AtHoc | My Profile" and the URL is "http://alerts-west.nmd.navy.mil/SelfService/Profile/Edit". The user is logged in as "robert.vaughan". The profile information is displayed in a form with the following sections:

- On**
- User ID**: [Redacted]
- Numbers**
 - Phone - Work**: [Country Code] [Redacted] ext. []
 - Phone - Home**: [Country Code] [] ext. []
 - Phone - Emergency**: [Country Code] [] ext. []
 - Phone - Mobile**: [Country Code] [Redacted] ext. []
- Text Messaging**: [Country Code] [Redacted]
- Online addresses**
 - Email - Work**: [Redacted]
 - Email - Personal**: []
 - Email - Work - Secondary**: []
- Physical addresses**: No addresses provided

A purple "Save" button is located at the bottom right of the form.

*SECDEF MEMO requires **minimum** notification to work email and work number

Email Work: **REQUIRED**

Phone Work: **REQUIRED**

Email Secondary work/home: **OPTIONAL**

Phone mobile: **RECOMMEND**

Text: **RECOMMEND**

Phone Home: **OPTIONAL**

Pager: **OPTIONAL**



QUESTIONS?