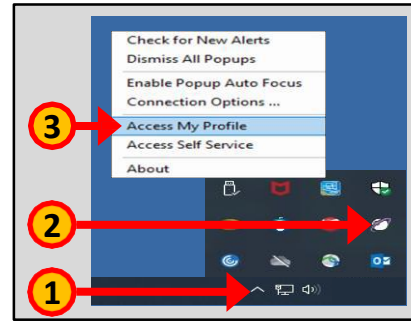




AtHoc – Updating Your Profile

1. You must have a Navy ONE-Net account and be logged on to a ONE-Net workstation to update your profile. Personnel that don't have access must contact the FLEACT Sasebo Emergency Management Dept.
2. Click on the white & purple globe icon located at the bottom right of your ONE-Net computer screen.
NOTE: The Purple Globe might be under the hidden icons (See 1 and 2 of figure 1).
3. Select "Access My Profile" (See 3 of figure 1).
4. On the Security pop-up screen, select your CAC certificate to sign in.
5. Acknowledge the disclaimer on the pop-up screen.

Figure 1: AtHoc Profile Access



6. The organization shown on 4a of figure 2 should display "FE – COMMANDER FLEET ACTIVITIES SASEBO".
 - a. If the command is displayed correctly, go to step 8 to edit your profile.
 - b. If another command is displayed, select the "Move to Organization" button (See 4b figure 2).
7. On the initial pop-up screen, type "Sasebo" in the search box (See 5a figure 3).
 - a. Select "FE-Commander Fleet Activities Sasebo" (See 5b figure 3).
 - b. Click the "OK" button when complete.
8. On the confirmation pop-up screen, click on the "Continue" button to save your selected organization.
9. Click on the "Edit" button to edit your profile. (See 6 of figure 2).

Figure 2: Changing your Organization

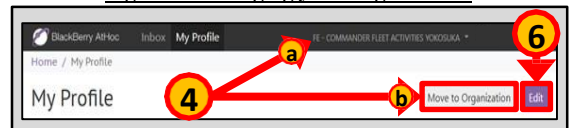
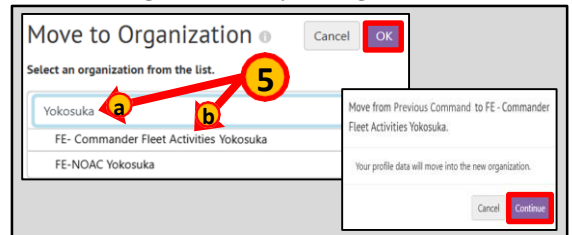
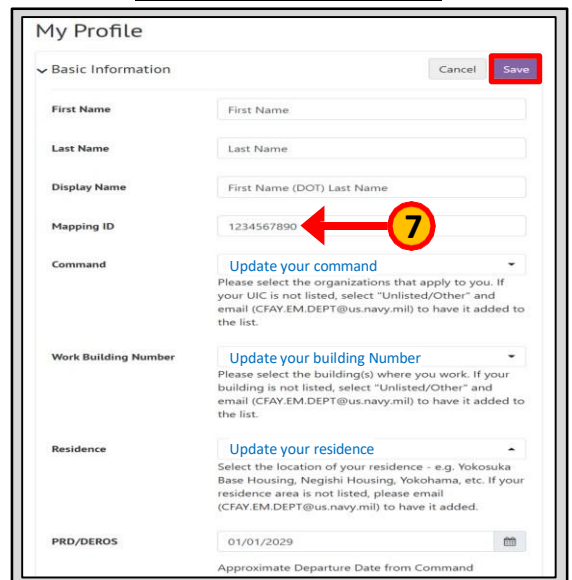


Figure 3: Select your Organization



10. Update your personal information.
 - a. The Mapping ID section shown on 7 of figure 4 is your DOD ID#
 - b. Updating your work and residence information such as your building number, command, location of residence will allow FLEACT Sasebo to send you alerts that are isolated to your location when necessary.
 - c. If known, add your PRD/DEROS.
11. Click on "Save" when complete.

Figure 4: Updating Your Profile





AtHoc – Updating Your Profile

- At a minimum all assigned military (Active Duty and Reserve), civil service, and contractor personnel are required to register their work email address and duty phone number into the AtHoc system (See 8 of figure 3).

IMPORTANT NOTE: DO NOT add the country code or DSN prefix numbers on any phone/text messaging section. Add the phone number as if you are calling or sending a text message locally.

Example: (080-xxxx-xxxx, 0468-16-xxxx, 800-xxx-xxxx, etc.)

- Voluntary registration of personal contact and dependent's information is highly encouraged to receive alerts on personal devices and email.
- The Blackberry AtHoc Apps section at the bottom of the page will show you the total number of registered AtHoc App mobile device enrolled to your account. (See 9 of figure 3).
- Dependents: Only able to input two dependents into the software. Recommended to only put two dependent adults into the software as the service-member, DoD Civilian, Contractor, or MLC.
- Click on "Save" when complete.

Figure 3: Personal Contact Information

Required Information Per NAVADMIN 261/6

Phone - Work * ext

Email - Work - Primary *

Numbers

TTY/TDD Phone ext

Phone - Emergency ext

Phone - Home ext

Phone - Mobile ext

Text Messaging

Fax ext

Phone - Dependent 1 ext

Text (SMS) Dependent 1

Phone - Dependent 2 ext

Text (SMS) Dependent 2

Online addresses

Email - Home

Email - Work - Secondary

Email - Dependent 1

Email - Dependent 2

Physical addresses

No addresses provided

BlackBerry AtHoc Apps

Desktop App Active

Mobile App Active (1)

Save

Notify the CFAS Emergency Management Department with any inquiries via the following:
EMAIL: CFAS-EM@us.navy.mil / PHONE: (DSN) 315-252-2330/2300