AtHoc App Registration

The AtHoc App brings crisis communication capabilities instantly to the palm of your hands. It is highly recommended that you download and register the AtHoc App on your personal mobile device. Follow the instructions below to download and register the AtHoc App.

Command personnel must be registered and have added their email address to the AtHoc notification system before proceeding with the installation of the AtHoc App.

Step 1, Download: Install the "AtHoc" App on your mobile device through either the Apple App Store or Android Play Store (refer to Figure 1), then tap on the AtHoc icon to launch the AtHoc App (refer to Figure 2).
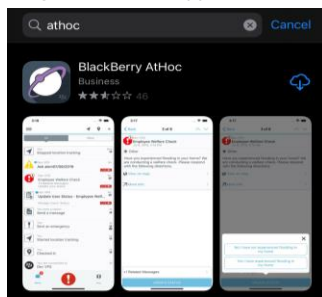

Figure 1: AtHoc App Download

Figure 2: AtHoc App

Step 2, Initial notification setup:

1. If you encounter a pop-up screen prompting you to select an organization, simply click on the "Add" button to initiate the registration process.
2. When prompted to allow "AtHoc" to use your location, select "Don't Allow." The location feature is not available in Japan (refer to Figure 3).
3. Upon receiving the request from "AtHoc" to send you notifications, click on "Allow" (refer to Figure 4).
4. Similarly, when asked if "AtHoc" can send you critical alerts, click on "Allow" (refer to Figure 5).
5. Proceed by clicking on "OK" to register for alerts (refer to Figure 6).
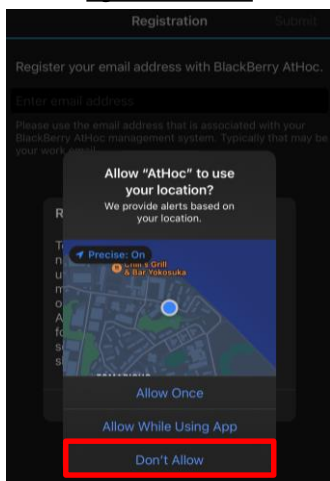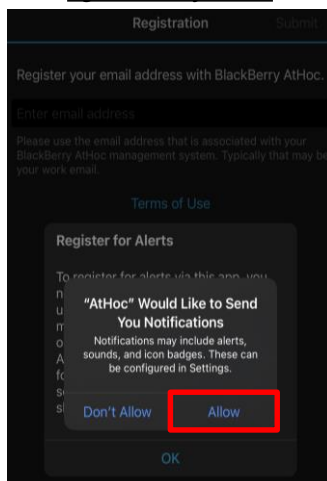

Figure 3: Location
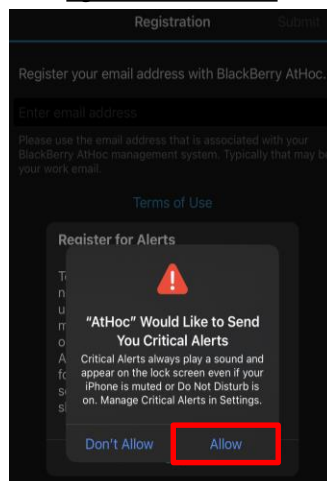

Figure 4: Notifications
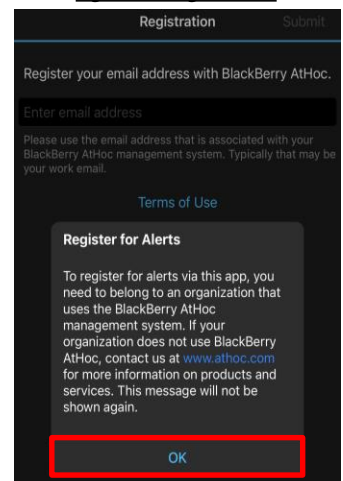

Figure 5: Critical Alerts

Figure 6: Registration

AtHoc App Registration

Step 3, Email Registration *(Note: Each command personnel is limited to a maximum of 5 mobile app install)*:
1. Type in your registered work email, personal email, or dependent's email address on the registration page (refer to Figure 7).
2. Upon submitting your email address, the system will send a confirmation email (refer to Figure 8).
3. Check your email inbox and proceed by clicking on the "Verify Now" button (refer to Figure 9).
   Note: If using a ONE-Net computer, direct hyperlink access from Outlook may be restricted. In such cases, right-click on the "Verify Now" button to copy the hyperlink, then paste it into a web browser.
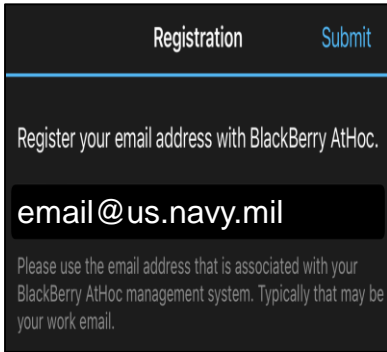
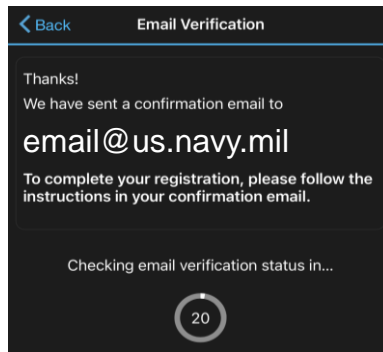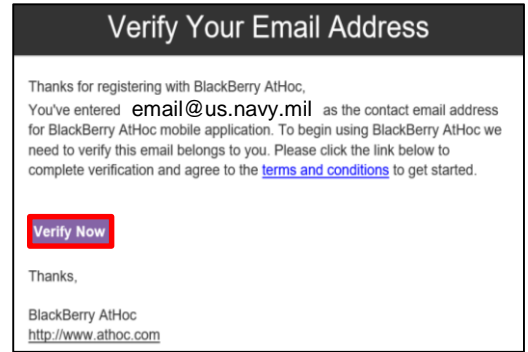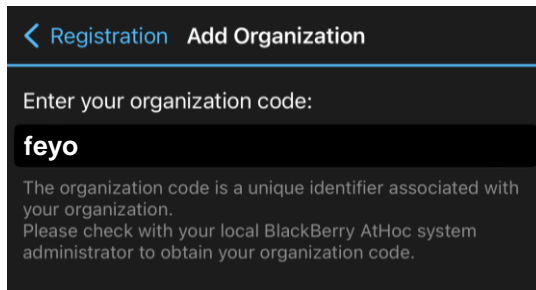| *Figure 7: Registration Email*	*Figure 8: Email Confirmation*	*Figure 9: Email Verification*

Step 4, Organization Code: Once the system has successfully verified your email address, the AtHoc App will prompt you to enter the organization code. For CFAY, the organization code is: **feyo** (refer to Figure 10).

Figure 10: Organization Code

Step 5, Connection and Allowing Alert Settings:
1. The AtHoc App is now connected to FE - Commander Fleet Activities Yokosuka (refer to Figure 11).
2. Upon receiving new organization settings, click on "DENY." The location function is not available in Japan (refer to Figure 12).
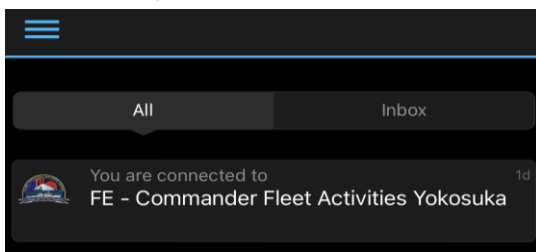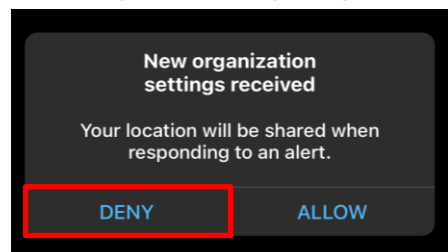
Figure 11: Connected to CFAY	*Figure 12: New Org Settings*

AtHoc App Guide

Getting Alerts:

1. Your mobile device will alert you of any incoming notification by an alert sound and notification banner (refer to Figure 13). Additionally, the AtHoc App icon will indicate the number of received alerts (refer to Figure 14).
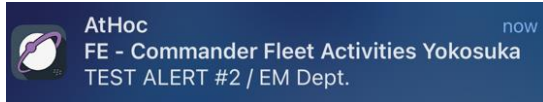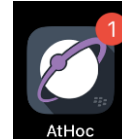
Figure 13: Cell Phone Notification Banner

Figure 14: Icon Alert Notification

Reviewing and Responding to Alerts:

1. Access the AtHoc App to check received alerts (refer to Figure 15).
2. Select the active alert and take action as needed (refer to Figure 16).
3. Your response will be logged and stored in the AtHoc database (refer to Figure 17).
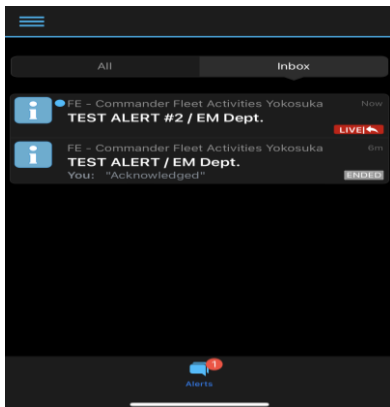
Figure 15: View Alerts
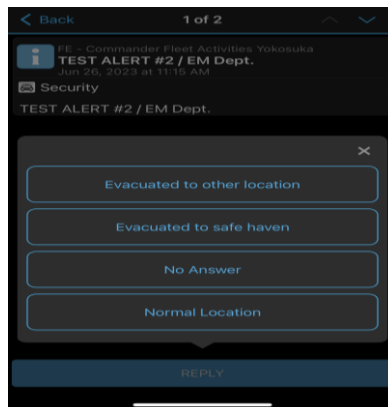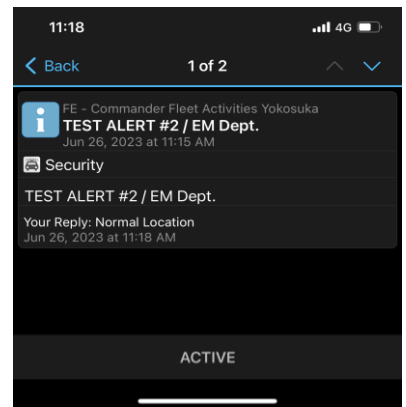
Figure 16: Review & Reply to Alert

Figure 17: Response Captured

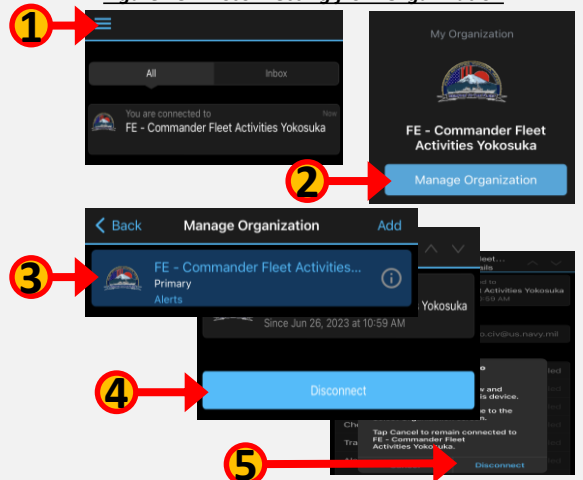## Removing the AtHoc App from your Mobile Device:

Before deleting the AtHoc App from your mobile device, it is essential to disconnect the app from your organization to prevent any issues during future installation.

Follow the steps below to disconnect the App from your organization (refer to Figure 18):

① Tap on the settings menu (☰).
② Select "Manage Organization."
③ Choose the "FE – Commander Fleet Activities" bar.
④ Click on "Disconnect."
⑤ Confirm by clicking "Disconnect" again.

Once disconnected, you can safely delete the App from your mobile device.

Figure 18: Disconnecting from Organization

Notify the CFAY Emergency Management Department with any inquiries via the following:
EMAIL: cfay.em.dept@us.navy.mil / **PHONE**: (DSN) 315-243-1709, (Commercial) 0468-16-1709