

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).





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	
Registration Submit	Registration Submit	Registration Submit	Registration Submit	
egister your email address with BlackBerry AtHoc.	Register your email address with BlackBerry AtHoc.	Register your email address with BlackBerry AtHoc.	Register your email address with BlackBerry AtHoc.	
nter email address	Enter email address	Enter email address	Enter email address	
ease use the email address that is associated with your incidency Atthoo management system. Typically that may be sur work see if	Please use the email address that is associated with your BlackBerry AtHoc management system. Typically that may be your work email.	Please use the email address that is associated with your BlackBerry AtHoc management system. Typically that may be your work email.	Please use the email address that is associated with your BlackBerry AtHoc management system. Typically that may be your work email.	
your location? We provide units based on your location. The Precise: On the Precise of the Pr	Terms of Use	Terms of Use	Terms of Use	
	Register for Alerts To reacister for alerts via this appayed ""AtHoc" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings. S Don't Allow	Recister for Alerts The Alerts "AtHoc" Would Like to Send You Critical Alerts Moves play a sound and appear on the lock screen even if your findhore is muted or Do Not Disturb is on. Manage Critical Alerts in Settings.	Register for Alerts To register for alerts via this app, you need to belong to an organization that uses the BlackBerry AtHoc management system. If your organization does not use BlackBerry AtHoc, contact us at www.alhoe.com for more information on products and services. This message will not be shown again.	
Don't Allow	ОК	DONTAIIOW	ОК	





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 Emo	ail	Figure 8: Email Confirmation	Figure 9: Email Verification
Registration	Submit	Back Email Verification	Verify Your Email Address
Register your email address with BlackBerry AtHoc.		Thanks! We have sent a confirmation email to email@us.navy.mil To complete your registration, please follow the	Thanks for registering with BlackBerry AtHoc, You've entered email@us.navy.mil as the contact email address for BlackBerry AtHoc mobile application. To begin using BlackBerry AtHoc we need to verify this email belongs to you. Please click the link below to complete verification and agree to the terms and conditions to get started.
email@us.navy.mil		instructions in your confirmation email.	Verify Now
Please use the email address that is associated v BlackBerry AtHoc management system. Typically your work email.	vith your v that may be	Checking email verification status in	Thanks, BlackBerry AtHoc http://www.athoc.com

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				
	All	Inbox		
	You are connected to FE - Commander Fleet Activities Yokosuka			



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Getting Alerts:

Your mobile device will alert you of any incoming notification by an alert sound and notification banner 1. (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).
- 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 11:18 📲 4G 🔲 K Back 1 of 2 Security TEST ALERT #2 / EM Dept TEST ALERT #2 / EM Dept. TEST ALERT / EM Dept 🚐 Security TEST ALERT #2 / EM Dept. Your Reply: Normal Location Jun 26, 2023 at 11:18 AM ACTIVE



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