



AtHoc – Registration / Updating Your Profile



CFAY assigned personnel and tenant commands (military, federal civil service, and contractor) who possess a ONE-Net account will be automatically enrolled in the AtHoc notification system upon their initial login to a ONE-Net computer. During this initial registration, AtHoc will only generate the username. It is crucial to update your profile and include your contact details to guarantee reception of alert notifications. The steps outlined below delineate the process for updating your profile.

If the sponsoring command is not utilizing ONE-Net as its operational network, individuals are required to obtain the AtHoc Registration Form from the CFAY Emergency Management Public Site and submit it to the CFAY Emergency Management department via email at (cfay.em.dept@us.navy.mil). Furthermore, any updates to personnel contact details should be communicated with the CFAY Emergency Management department.

To access your profile on a ONE-Net computer, follow the steps below.

1. Right-click on the white & purple globe icon positioned at the bottom right corner of your computer screen.

NOTE: The icon might be located within the hidden icons section (refer to 1 and 2 of figure 1).

2. Select "Access My Profile" (refer to 3 of figure 1).
3. When prompted by the Windows Security pop-up, confirm your CAC certificate.
4. Acknowledge the disclaimer pop-up to proceed and log into your account.

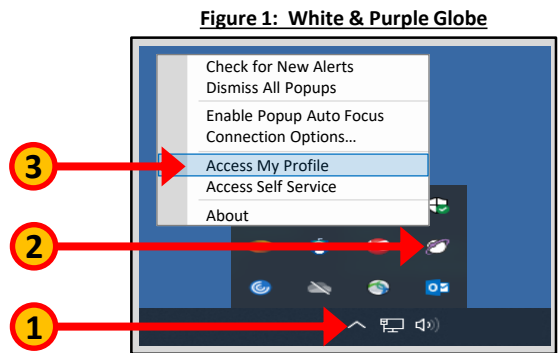


Figure 1: White & Purple Globe

5. On your account page, navigate to the "My Profile" tab (refer to 4 of figure 2).
6. Click on the "Edit" button to modify your profile information.
7. Update your basic information as necessary (refer to figure 3).
8. If any details are missing from the Work Building Number, Command, or Residence tabs, contact the CFAY Emergency Management department at (cfay.em.dept@us.navy.mil) for assistance.

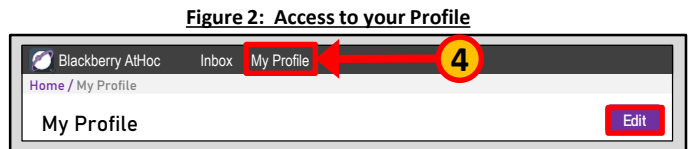


Figure 2: Access to your Profile

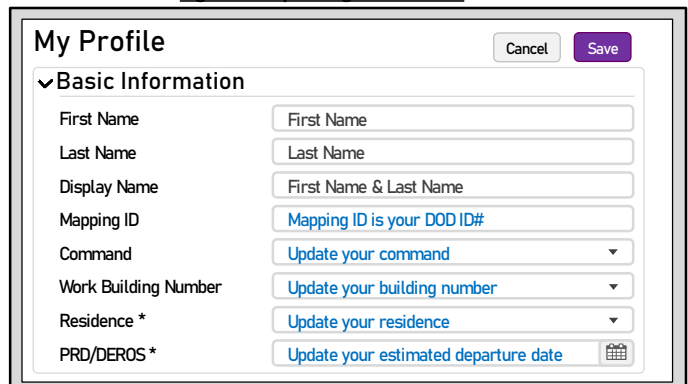


Figure 3: Updating Your Profile



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- All assigned military personnel (Active Duty and Reserve), federal civil service, and contractors must register their work email address and duty phone number, at a minimum, into the AtHoc system (refer to **5** of figure 3).

IMPORTANT NOTE:

Enter your phone numbers in the format you would use when making local calls or sending text messages.

Examples:

Japan: 080-xxxx-xxxx, 0468-xx-xxxx, etc.

U.S. (Area Code + Phone #): 800-xxx-xxxx

DO NOT add the country code (Japan: 81), (U.S.: 1) or the DSN-prefixed number on any phone and text messaging application.

- It is highly recommended that you register your personal and dependent contact information to receive alerts on personal devices and emails.
- The AtHoc App is available for download on your mobile device, providing instant crisis notifications. Contact the CFAY Emergency Management department for support with AtHoc App registration. The Blackberry AtHoc Apps section at the bottom of your profile will display the total number of registered AtHoc App enrollments linked to your account (refer to **6** of figure 3).
- Once finished, click on the “Save” button.

Figure 3: Personal Contact Information

Required Information Per NAVADMIN 261/6

Phone - Work* ext **5**

Email - Work - Primary*

Numbers

Phone - Home ext

Phone - Mobile ext

TTY/TDD Phone ext

Text Messaging

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) ← **6**

Save

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