MCLB Barstow Mass Notification System Quick Start Guide

AtHoc is a mass notification system that provides Marine Corps Logistics Base (MCLB), Barstow with an effective and reliable mass warning and notification system that can warn affected personnel during a crisis event or when there is a change in base operating status.

During emergencies, it is critical to be able to quickly and accurately inform MCLB personnel in real-time, notify them of threats, and provide them with instructions. To effectively and quickly reach a mass audience or targeted individuals/groups, the notification system relies on the contact information provided by users when registering into AtHoc.

AtHoc users on the Marine Corps domain who log on to their Marine Corps Enterprise Network (MCEN) computers via a common access card (CAC) will automatically receive the network pop-ups from the AtHoc. However, to receive emergency notifications via e-mail, text, and telephone, users must manually register their emergency contact information.

Registering devices allows MCLB Barstow to notify personnel of an active or emergent event on the installation, or emergency instructions on necessary actions to take during a large scale emergency, and during a change in the base operating status (e.g. base closure).

MCLB Barstow strongly recommends that users register all devices/methods that they would prefer to receive emergency information on:

• Text Messaging
• Email – Work
• Email – Personal
• Email – Personal #2
• Home Phone
• Work Phone

- AtHoc Mobile Notifier (for Apple and Android devices. This is the best method for receiving notifications and works even when text messages do not). Each user can have the Mobile Notifier on up to five (5) devices.
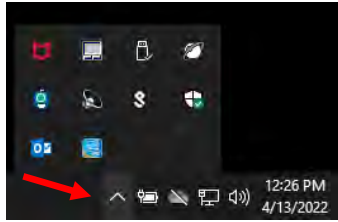
Help us to help you. Register today.

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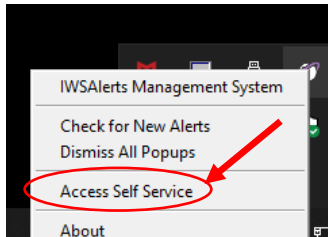# MCLB Barstow Mass Notification System Quick Start Guide

AtHoc Registration Instructions

Registration is easy and takes only a few minutes:

1. Access the "purple globe" on your MCEN computer's desktop using the following instructions. On the right side of your desk top toolbar, click the triangle to reveal hidden icons (if hidden).

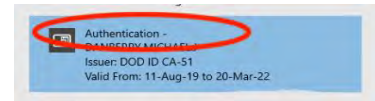2. Right click on the icon to access AtHoc and then left click on "Access Self Services":

OR

Copy, the following address into your computer's internet browser:
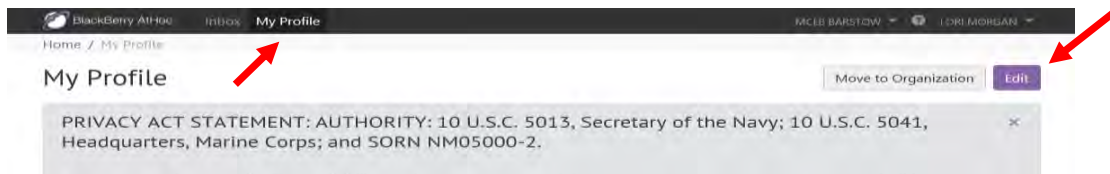https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060372

(This URL only works while logged onto a MCEN computer with a Common Access Card (CAC)).

3. Select the certificate with the word "Authentication" (it might ask for you pin).
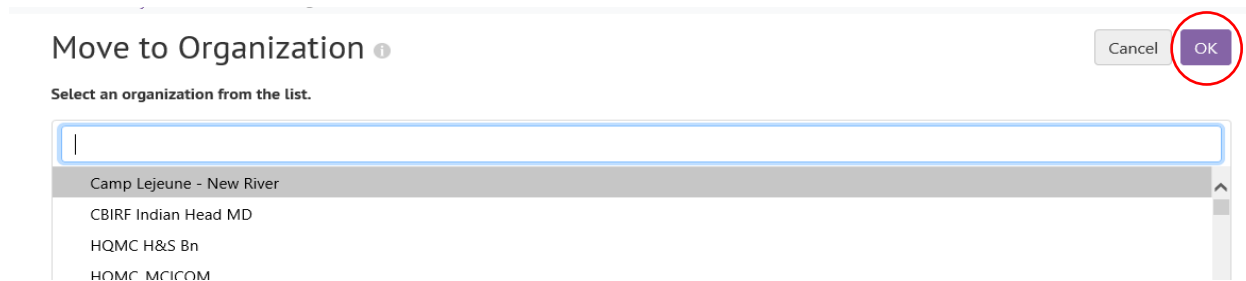

4. Once selected, you will have to access you're "My Profile" box. In order to input or edit your personal devices, left click on "Edit".

5. Scrolling down in the above window will show your personal information. "Basic Info" will already have populated some of your information as it is pulled from the Global Access List (GAL). Scroll to your personal information and insert your phone numbers, email addresses, home address, and work address. Once you have entered your information, click "Save".

6. If you've transferred from another Marine Corps Installation you may need to move your organization to MCLB Barstow. From the "My Profile" screen select "Move to Organization". Type MCLB Barstow into the search field, select MCLB Barstow and click "OK".
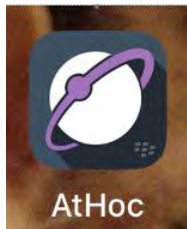
You have completed the registration process. If information changes, you can edit your profile using the same instructions.

When you leave MLCB Barstow and no longer require notifications, you can access your profile and remove all of your devices.

If you do not, MCLB Barstow will send out periodic test messages asking if users are still in need of notification. This allows those that are not in need of the notifications to be deleted by an administrator.

Smartphone Application Setup & Use

ATHOC APP

MCLB Barstow Mass Notification System includes a mobile notification smartphone application in addition to several other forms of notification such as desktop alert, email, phone, and text message. The AtHoc Notifier is a smartphone app which displays as a purple globe on your device screen with the rest of your mobile applications. The AtHoc is available for iOS and Android smartphones.

INSTALL THE ATHOC APP
Required: Before you download and install, you must have an active .mil email.

STEP 1. Search for and download the AtHoc app from the Apple App or Google Play stores. You can have up to 5 devices (owned by anyone) associated with your profile.
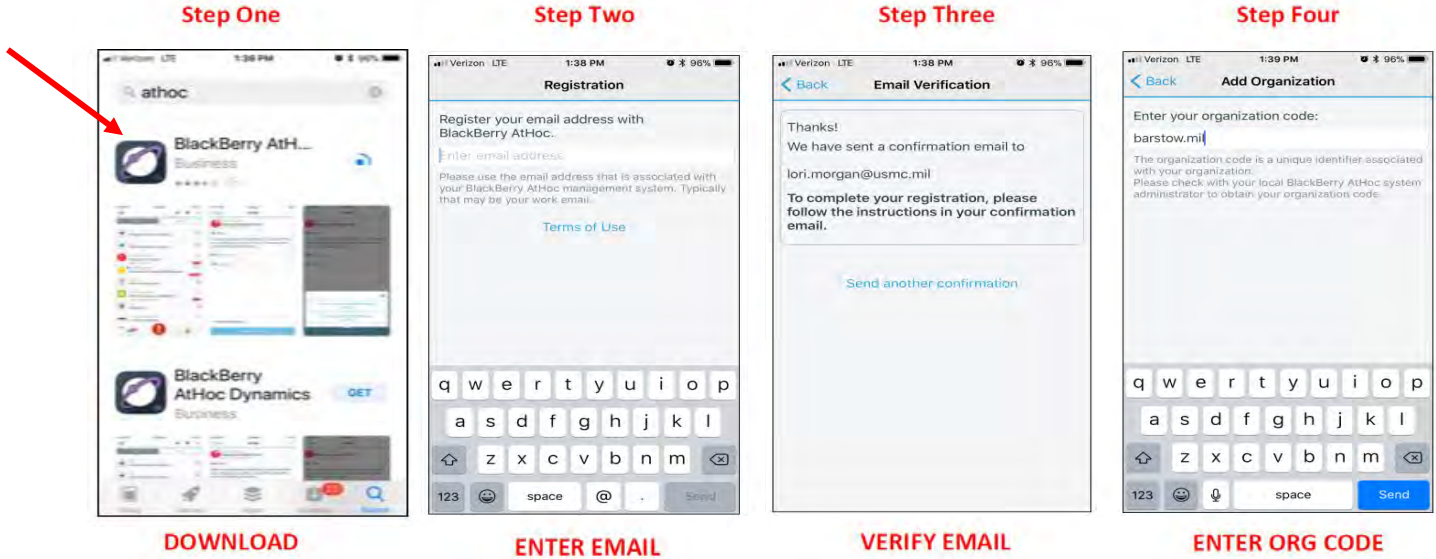
STEP 2.
When the download is complete, open the application and enter your .mil email address associated with your profile when prompted.

STEP 3. AtHoc will send a verification email to confirm your address. From the email, click verify (verification emails are only sent to addresses associated with your profile).

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STEP 4. Return to the application on your mobile device and add the organization code (**Barstow.mil**) as prompted.
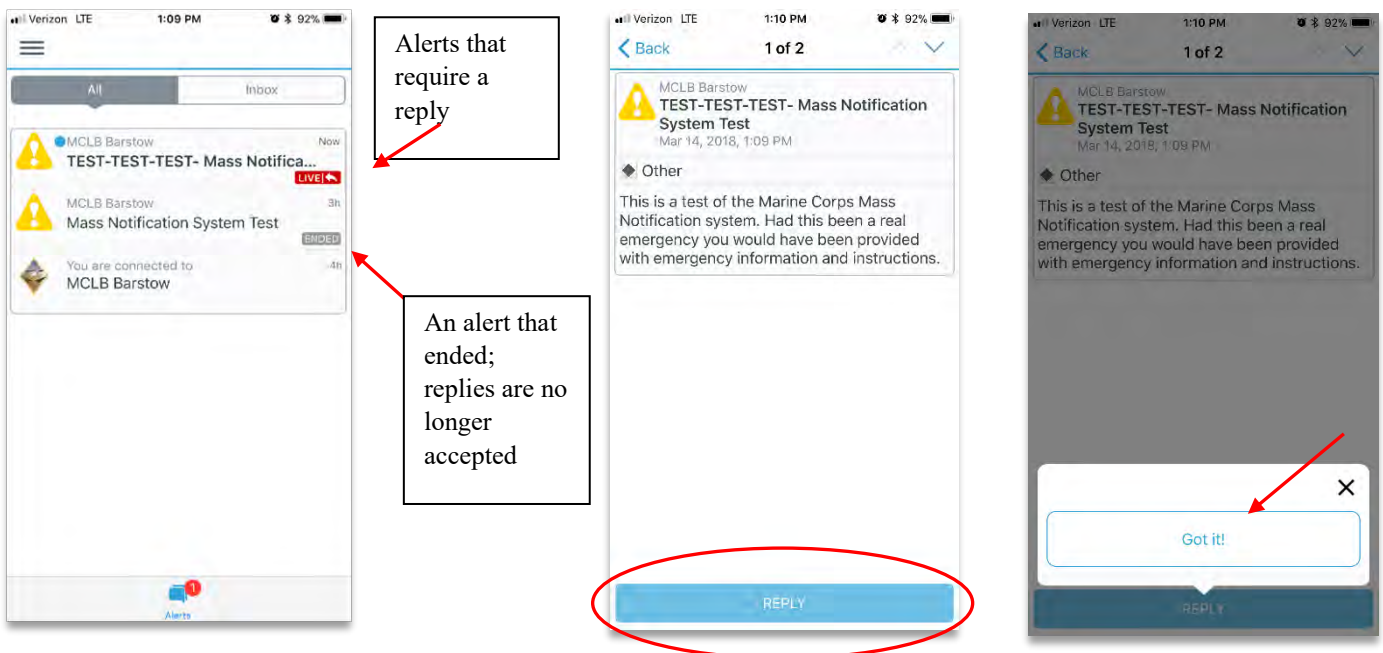
You have completed the installation.

Step One — DOWNLOAD

Step Two — ENTER EMAIL

Step Three — VERIFY EMAIL

Step Four — ENTER ORG CODE

ACKNOWLEDGE & SEND RESPONSES

Tap "Reply" to reply to an alert.

Some alerts provide multiple options. Tap "Reply" to respond, and then tap the correct response option.

Alerts that require a reply

An alert that ended; replies are no longer accepted

UNSUBSCRIBE

You can unsubscribe from receiving alerts screen.

1. From the profile screen, tap your

2. Click "Disconnect".

3. You will no longer receive notifications Barstow. You may delete the application