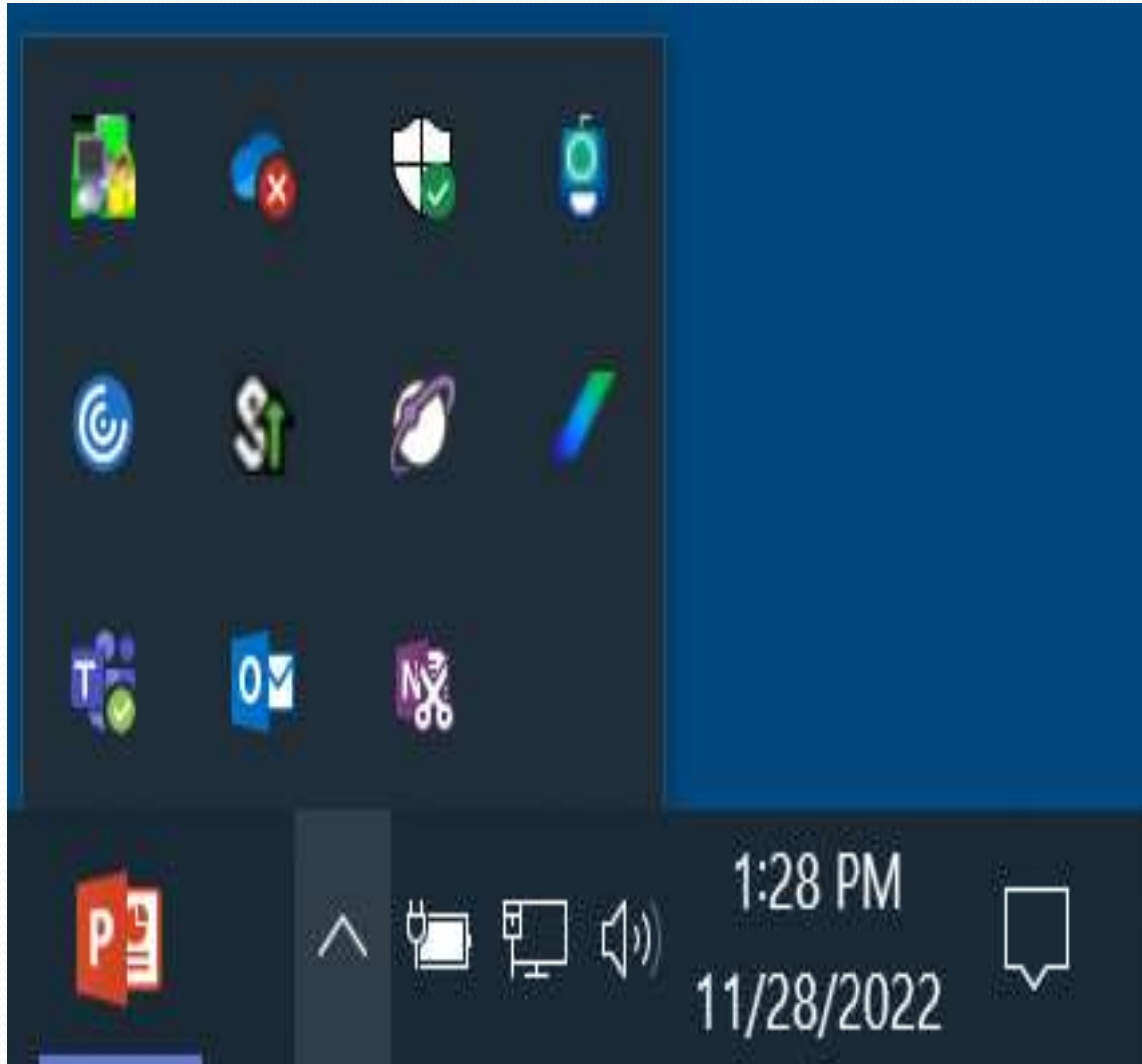


CNDS/AtHoc/WAAN

Self Service Quick Guide Instructions

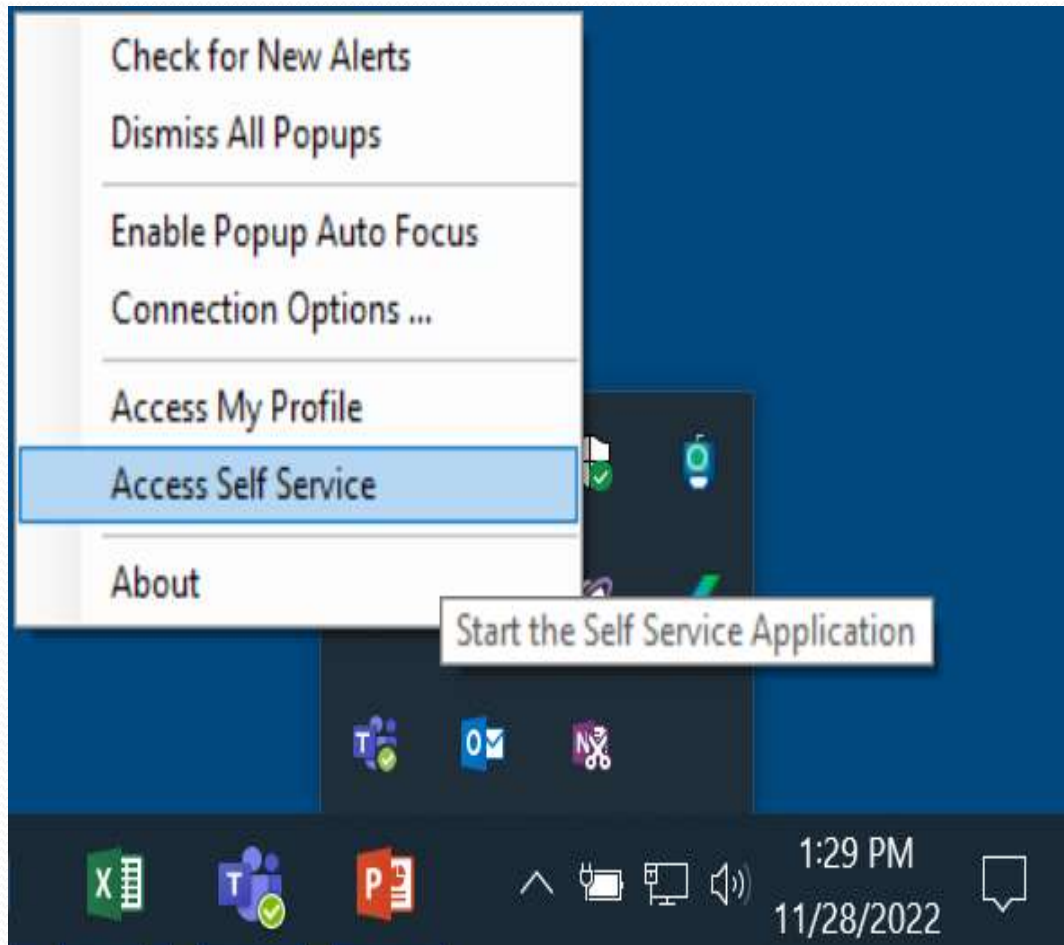
Accessing AtHoc via NMCI



Left click the “Up Arrow” in the bottom right corner of your NMCI desktop or laptop computer screen

Note: If you do not see a Purple Globe, contact NMCI helpdesk (1-866-843-6624) to reinstall AtHoc on your computer

Accessing AtHoc via NMCI



1) Right click on purple globe icon

2) Left click and select "Access Self Service"

3) This should open a webpage in Chrome or Microsoft Edge

4) Proceed to slide 7

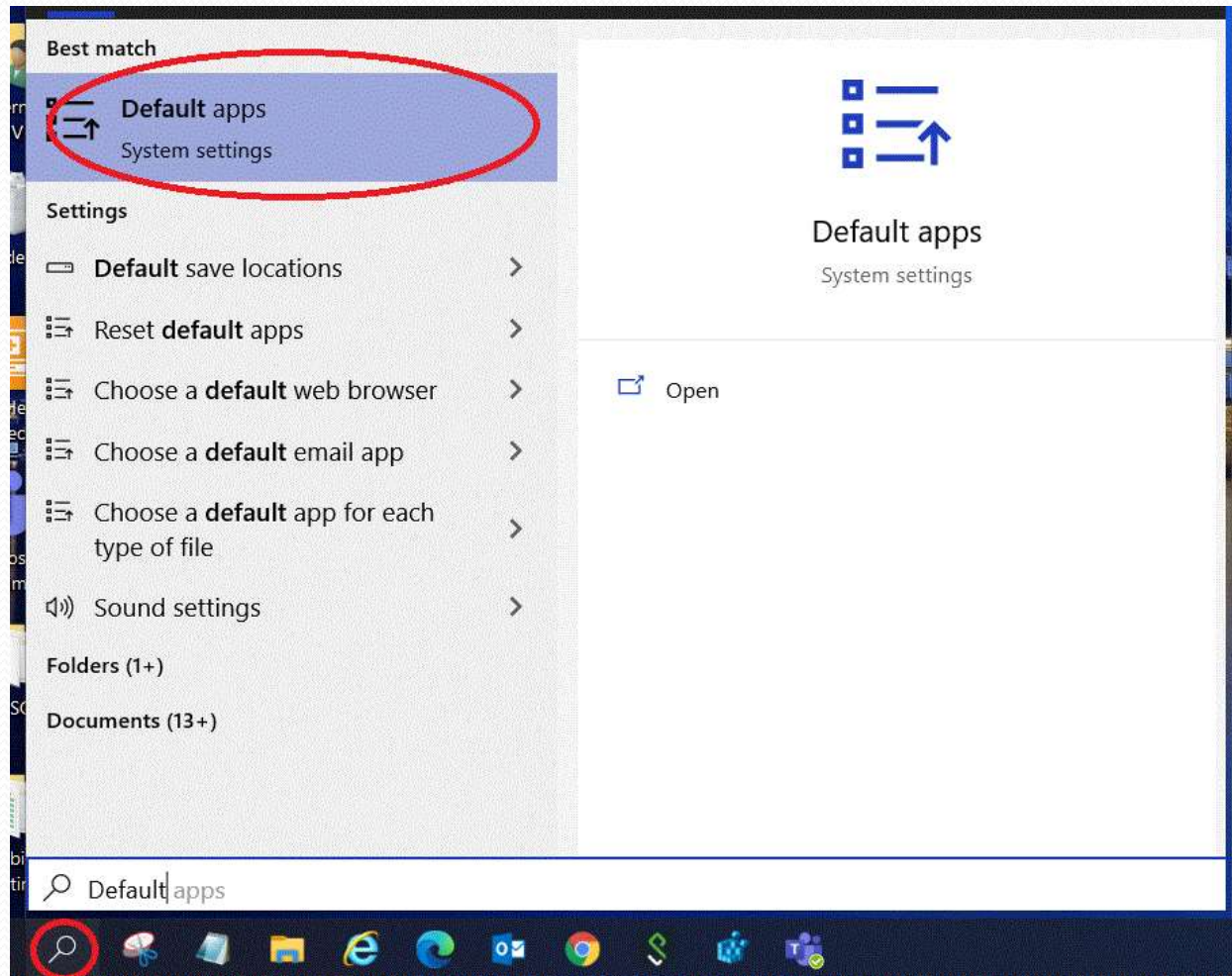
NOTE: If no webpage opens, proceed to slide 4 to activate AtHoc

Configuring AtHoc via NMCI

If AtHoc Self-Service page did not open:

1) Left click in the windows search bar in the bottom left corner of your NMCI desktop or laptop computer screen

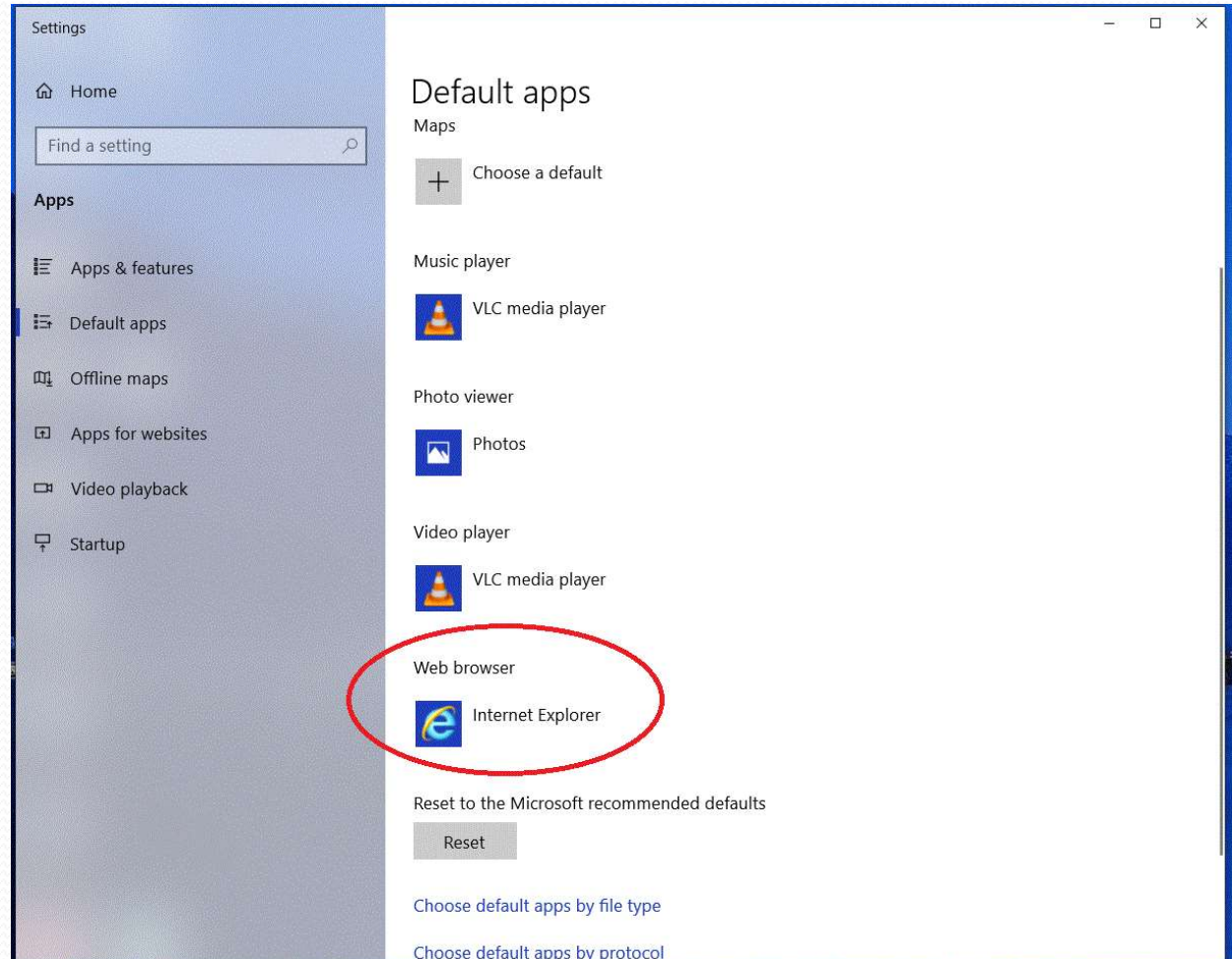
2) Type “Default Apps”



Configuring AtHoc via NMCI

1) **Scroll down and search for the Web browser option and left click**

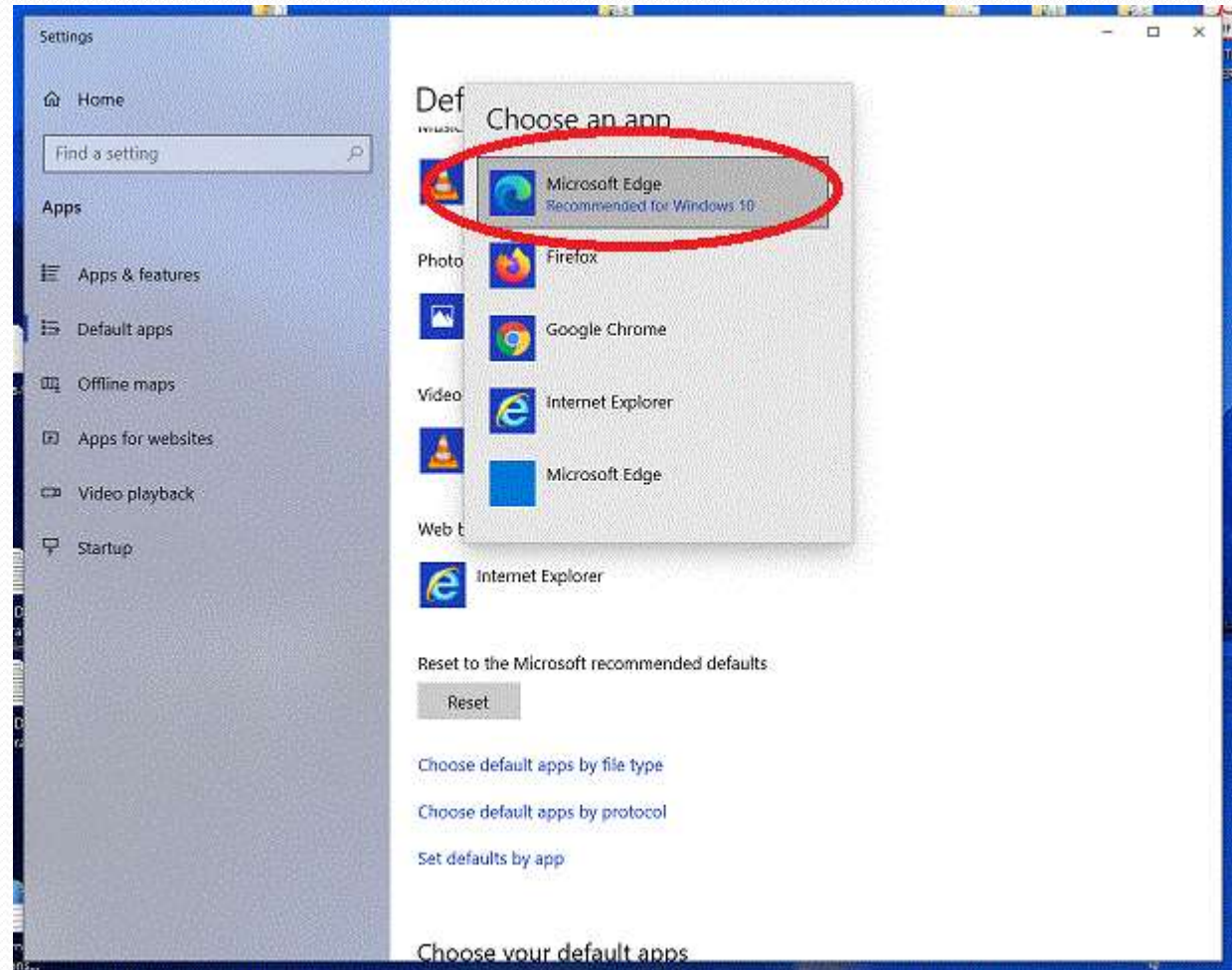
Note: Firefox and Internet Explorer will NOT work



Configuring AtHoc via NMCI

1) Select Microsoft Edge or Google Chrome

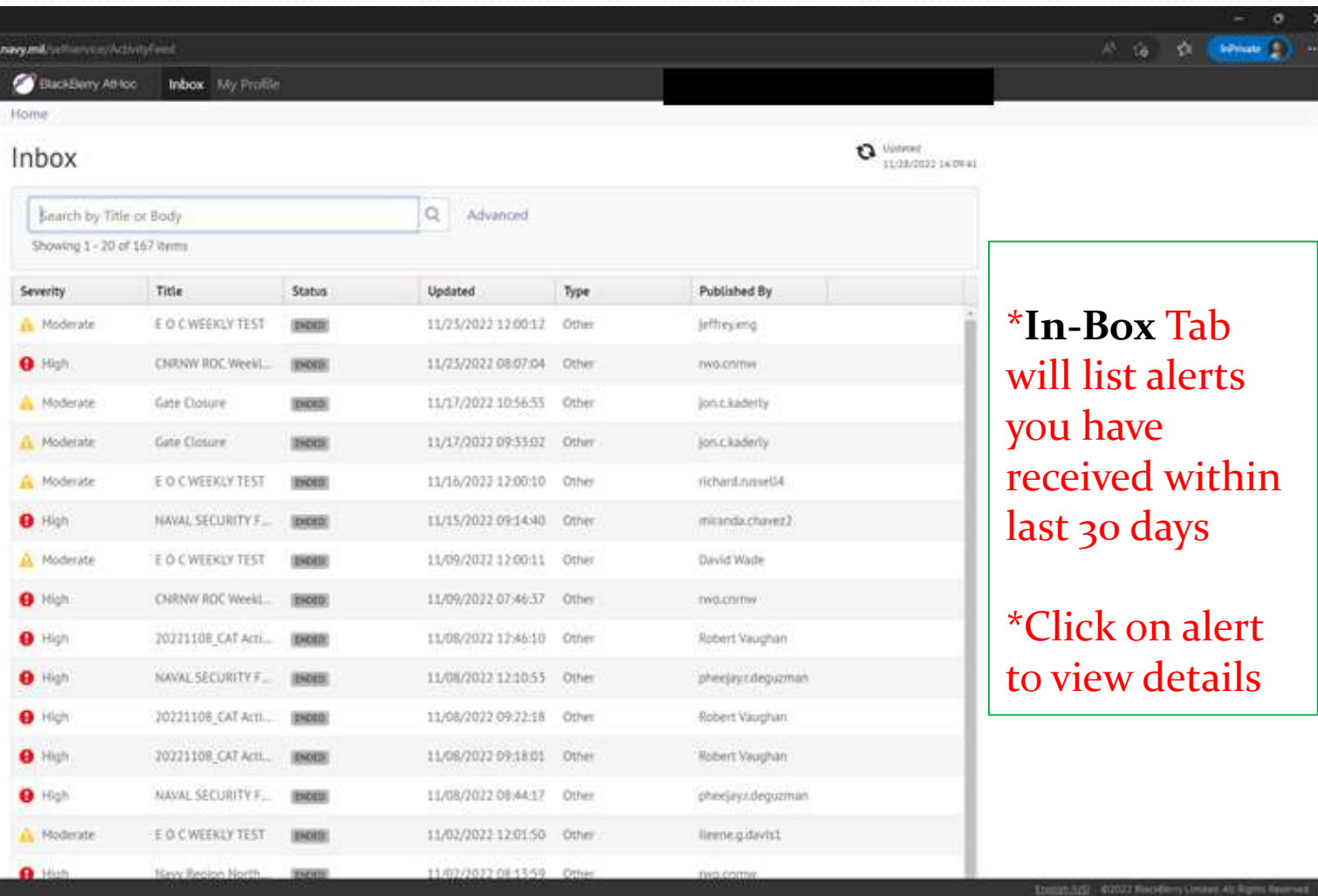
If you still cannot access AtHoc via slide 2&3, contact NMCI helpdesk (1-866-843-6624) to reinstall AtHoc on your computer



Editing AtHoc Profile & Information

1) Select your certificate to authenticate access and left click “acknowledge” to access to the AtHOC system.

You will arrive at the In-Box page



The screenshot shows the BlackBerry AtHoc In-Box interface. At the top, there's a navigation bar with 'BlackBerry AtHoc', 'Inbox', and 'My Profile'. Below this, the 'Inbox' section is displayed with a search bar and a list of alerts. The alerts are organized into columns: Severity, Title, Status, Updated, Type, and Published By. The status of each alert is indicated by a colored icon (yellow for Moderate, red for High) and a label (e.g., 'E O C WEEKLY TEST', 'CHNRW ROC Weekl...', 'Gate Closure', 'NAVAL SECURITY F...'). The 'Updated' column shows the date and time of the last update. The 'Published By' column lists the user responsible for the alert.

Severity	Title	Status	Updated	Type	Published By
Moderate	E O C WEEKLY TEST	ENDED	11/25/2022 12:00:12	Other	jeffrey.eng
High	CHNRW ROC Weekl...	ENDED	11/23/2022 08:07:04	Other	rwo.cnrmw
Moderate	Gate Closure	ENDED	11/17/2022 10:56:55	Other	jon.c.kaderly
Moderate	Gate Closure	ENDED	11/17/2022 09:55:02	Other	jon.c.kaderly
Moderate	E O C WEEKLY TEST	ENDED	11/16/2022 12:00:10	Other	richard.russell4
High	NAVAL SECURITY F...	ENDED	11/15/2022 09:14:40	Other	miranda.chavez2
Moderate	E O C WEEKLY TEST	ENDED	11/09/2022 12:00:11	Other	David Wade
High	CHNRW ROC Weekl...	ENDED	11/09/2022 07:46:37	Other	rwo.cnrmw
High	20221108_CAT Acti...	ENDED	11/08/2022 12:46:10	Other	Robert Vaughan
High	NAVAL SECURITY F...	ENDED	11/08/2022 12:10:55	Other	pheejay.deguzman
High	20221108_CAT Acti...	ENDED	11/08/2022 09:22:18	Other	Robert Vaughan
High	20221108_CAT Acti...	ENDED	11/08/2022 09:18:01	Other	Robert Vaughan
High	NAVAL SECURITY F...	ENDED	11/08/2022 08:44:17	Other	pheejay.deguzman
Moderate	E O C WEEKLY TEST	ENDED	11/02/2022 12:01:50	Other	lirene.g.davis1
High	Navs Region North	ENDED	11/02/2022 08:15:59	Other	rwo.cnrmw

***In-Box** Tab will list alerts you have received within last 30 days

*Click on alert to view details

Editing AtHoc Profile & Information

1) Left click “My Profile” and then select “Edit” button

2) Review and edit key fields, you may have to scroll down the page to field all field

NOTE: Desktop App alert is automatic if logged on NMCI system

First and Last Name: Ensure correct with no symbols or numbers

Display Name: Name the system will say, text, email in alerts

Major Tenants: Select relative commands as required

Installation: Select one or more as required

My Profile page displays your personal information for the AtHoc messages and groups

Editing AtHoc Profile & Information

1) Left click
“Save”
button
when
complete

BlackBerry AtHoc | My Profile

http://alerts-west.nmcc.navy.mil/SelfService/Profile/Edit

BlackBerry AtHoc Inbox My Profile

On

User ID [REDACTED]

Numbers

Phone - Work [REDACTED] ext. [REDACTED]

Phone - Home [REDACTED] ext. [REDACTED]

Phone - Emergency [REDACTED] ext. [REDACTED]

Phone - Mobile [REDACTED] ext. [REDACTED]

Text Messaging [REDACTED]

Online addresses

Email - Work [REDACTED]

Email - Personal [REDACTED]

Email - Work - Secondary [REDACTED]

Physical addresses

No addresses provided

Save

*SECDEF MEMO requires **minimum** notification to work email and work number

Email Work: REQUIRED

Phone Work: REQUIRED

Email Secondary work/home: OPTIONAL

Phone mobile: RECOMMEND

Text: RECOMMEND

Phone Home: OPTIONAL

Pager: OPTIONAL



QUESTIONS?