



# EMERGENCY MANAGEMENT OFFICE NSA BAHRAIN



# ATHOC REGISTRATION



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# Contents

AtHoc Overview

Registration

Trouble Shooting



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## NSA BAHRAIN



## AtHoc Overview

- A pop-up alert program that will supersede all currently running programs to deliver emergency-related information
  - Forecasted severe weather
  - Commencement/completion of exercises which may affect traffic/personnel movement or operations
  - Increases in FPCON
  - Emergency actions to be taken in the event of a threat
- Also has Email (work and personal) and SMS capabilities
  - Benefits personnel when not at their workstation when a significant incident is expected or in progress possibly resulting in their installation being closed or an authorization for non-mission essential personnel to delay reporting to work, directly improving sailor and employee safety.



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## AtHoc Overview

- The system is currently designed specifically for **ONE-NET USERS**.
- Pop-Ups will only occur at a ONE-NET workstation when logged in.
- Email and SMS require a One-Net account and workstation to initially register – this can be ANY One-Net workstation. Follow the instructions in this presentation to register email addresses and SMS devices!
- **Non ONE-NET USERS can still received notifications via email and SMS.**



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## Registration

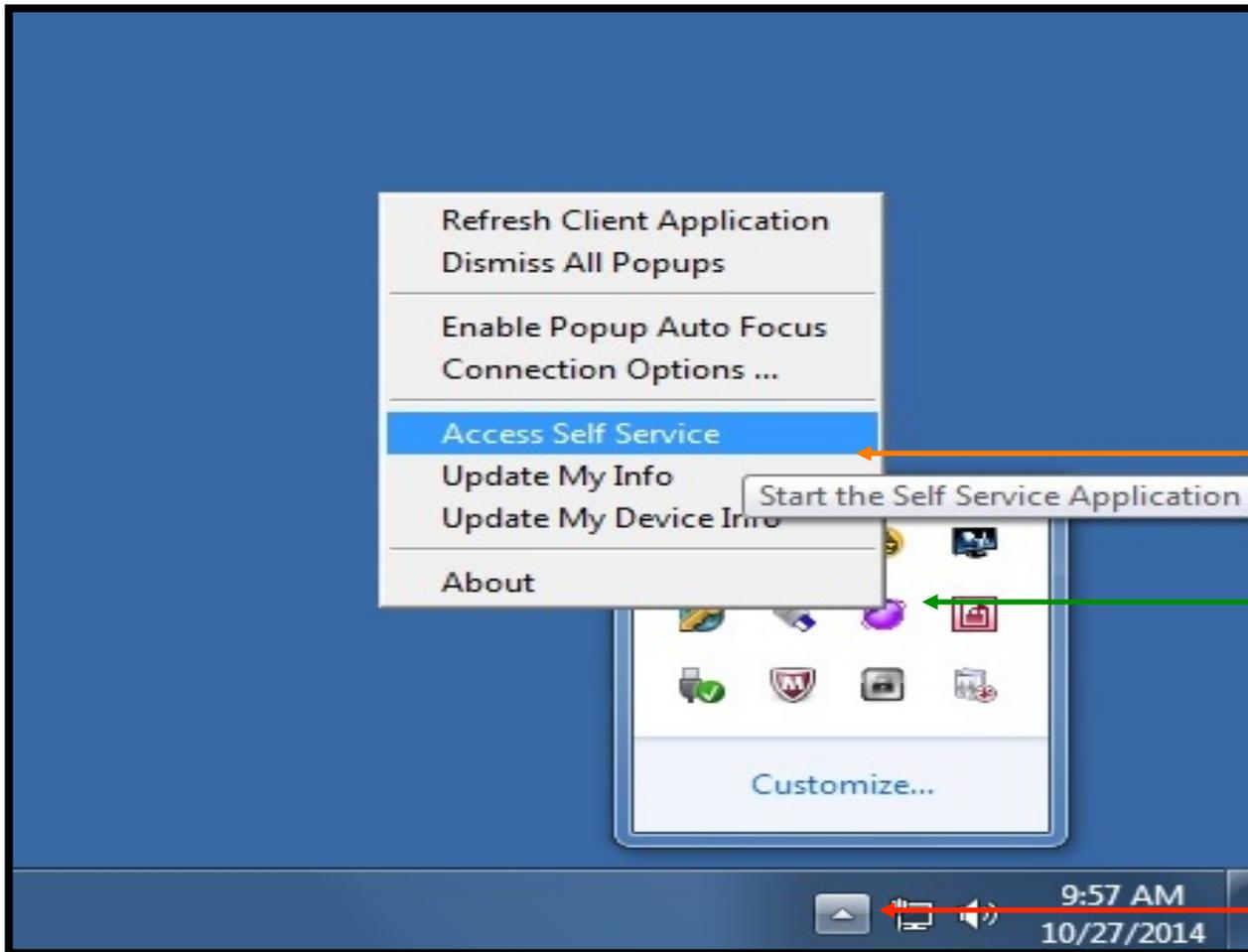
1. Self Registration ONE-NET users follow slides 6 to 9.
2. For **Non ONE-NET** users please follow instructions in slide 10.



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## Registration



This is your desktop please find purple globe to access self service.

Left Click

Right Click

Left Click



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## Registration

Self-service :: My Inbox - Microsoft Internet Explorer provided by NCTS One-Net

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://waaneucdap01.eu.navy.mil/SelfService/Inbox.aspx> Go Convert Select

Hello, Brett Sauers | [Sign out](#) | [Help](#)

 **NSA Bahrain**

**Inbox** My Info Devices

 **Inbox**  
Below are your received alerts. Alerts that have not been read are listed in bold. Click on an alert to view details and respond where relevant.

Show alerts for:

Updated on: 01/26/2010 13:35:54

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Done Internet

This is your inbox where you will see a record of received messages.



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## Registration

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This is your info.

Save when done.

Fill in your First, Last, and Display Names.

Leave blank if command is not listed. Buildings, Base Zones and Ships is optional.



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## Registration

NSA Bahrain

Devices

**Self Service Devices**  
 AUTHORITY: DODINST 6055.17, OPNAVINST 3440.17, CNICINST 3440.17, UFC 4-021-01, SORN 1754-4. PRINCIPAL PURPOSE(S): Computer Desktop Notification System (CDNS) serves as part of the Navy Region and Installation Mass Notification System (MNS). CDNS provides pop-up messages to the workstations attached to DoD Networks. In addition, CDNS has the capability to notify members in the database, via electronic mail and telephone, of real-world and exercise threat conditions. ROUTINE USE(S): The system utilizes primarily workstation pop-up messages for emergency alert notification but can utilize additional communications mediums based on the event severity. This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s). DISCLOSURE: Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.  
Fields marked with \* are mandatory.

**Mandatory Devices**  
 Telephone/SMS entry format: 011-Country code-City code-Local Number, Example: Italy: 39, EX: 01139XXXXXXX

Phone - Work:

**Optional Devices**  
 \*\* Note: Mobile Phone/SMS required for government provided phones

Phone - Mobile:

Text Messaging:

TTY/TDD Phone:

Fax:

Phone - Home:

Pager (Numeric):  Select Carrier

Pager (One Way):  Select Carrier

Pager (Two Way):  Select Carrier

Save! Reset

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These are your devices (means of notification).

Save when done.

ENTER Cell phone number with NO DASHES (011973XXXXXXX X). Select "Accept as is!"

DO NOT ENTER.\*



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### Non ONE-NET Users

Please complete and send spreadsheet to  
NSA.Bahrain.EMO@me.navy.mil.

We ask commands and departments to try to consolidate spreadsheets  
for easier entry.

	A	N	O	P	T	U	Z	AA	AB	AC	AE
1	Username	First Name	Last Name	Major Tenant Command	Device: Email - Home	Device: Email - Work - Primary	Device: Phone - Home	Device: Phone - Mobile	Device: Phone - Work	Device: SMS	
2	john.doe	john	doe	NSA	<a href="mailto:john.doe@gmail.com">john.doe@gmail.com</a>	<a href="mailto:john.doe@me.navy.mil">john.doe@me.navy.mil</a>	011973XXXXXXX	011973XXXXXXX	0119731785XXXX	011973XXXXXXX	
3											
4											
5											
6											
7											
8											

\*Spreadsheet can be found at:

[http://cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_bahrain/om/emergency\\_management/mass\\_warning\\_and\\_notification.html](http://cnic.navy.mil/regions/cnreurafswa/installations/nsa_bahrain/om/emergency_management/mass_warning_and_notification.html)

The highlighted fields are the most common devices that are targeted when releasing messages. We strongly encourage all to input information into those fields. Please fill in SMS field (Column AC) to receive text message alerts. "Phone" fields (Columns Z-AA) will provide a robo-call alert. \*\*\*Please follow examples provided when inputting information\*\*\*



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# Troubleshooting

For any problems registering please call or  
e-mail at:

439-9999

439-9040

[NSA.Bahrain.EMO@me.navy.mil](mailto:NSA.Bahrain.EMO@me.navy.mil)



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Thanks for registering!