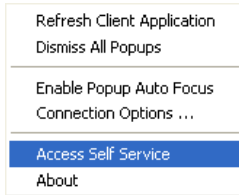


## Computer Desktop Notification System (CDNS) AtHoc Self Service User Guide



- ✓ To access the Self Service site, **RIGHT CLICK** on the purple globe in your system tray, select “Access Self Service” and choose either of your digital certificates when prompted.

**NOTE: The site may require more than one attempt to open. If it doesn't work on the first try, please try again.**

- ✓ The example below is the first page that will come up. Click on the “My Info” tab.



- ✓ Follow the directions given for selecting your worksite and command. You may also change your first and last name as well as your display name if you like (it is not necessary to do so).

**Basic Attributes**

For the purpose of targeting specific buildings and organizations for notification, all ONE-Net buildings and some of the major tenant commands for CFAY are listed below. Please select all of the information that applies to you

\***Username:** User.name

**First Name:** [Text Field]

**Last Name:** [Text Field]

**Display Name:** [Text Field]

**Command:** COMFLTACT YOKOSUKA JA (61054)

**Building Number:**  1257 - Youth Center  1288 - Auto Hobby Shop

Save! Reset

- ✓ Click “Save” after you have made all of the necessary changes then click the “Devices” tab.

**Self Service Devices**

Fields marked with \* are mandatory.

Enter local telephone numbers by starting with "01181" and eliminating the first 0 from the number as it is dialed locally. DSN example: 243-1234 or 0468161234 --> 01181468161234, Mobile example: 09012345678 --> 011819012345678. An error stating "Unrecognized format,Accept as is!" will come up for each international number that you enter. Click "Accept as is!" for each number before saving.

**Phone - Mobile:** 01181

Save Reset

- ✓ Follow the directions given on the site to enter any additional contact information for devices you may want to receive notifications with (it is not mandatory to provide any of this information unless otherwise directed by your command). Click “Save”.

- ✓ When complete, exit out of Self Service by closing your browser window.

**PLEASE FOLLOW ALL DIRECTIONS CLOSELY. IF YOU DO NOT, THE SYSTEM WILL NOT BE ABLE TO CONTACT YOU.**