End User (Employee)

AtHoc Instructions

How the employee can update their AtHoc information immediately

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1. On the bottom right of your computer bar, look for the up **arrow icon**, click it, and the below Window will appear. Right click on the **purple global**.

2. The below menu will appear, select **Update My Info**. Next slide shows input window.

*If the purple globe is greyed out (not purple), or will not let you access AtHoc, please notify your AtHoc Administrator immediately who will notify the installation AtHoc manager.*
3. Your **UserName** and **Mapping ID** should be the same # (DoDI #) from the back of your ID.

4. Click the / symbol to select your Unit or Agency Organization from the organizational hierarchy page. Select all the way down to your lowest level indicated within your organization, then select **Apply**. Next slide.

*If you do not put yourself in the correct container, there is a high chance if your organization sends out important messages, you will NOT receive them.*
5. Then Select **EDIT**; Fill in the following information. **NOTE** - All work information (email, mobile, work address) is MANDATORY, and in addition one piece of after hours information such as mobile text messaging, email address, in order to be notified of post closures, delayed reporting or severe weather conditions you will need to enter them, it is highly recommended that you do.

Dated 13 February 2017 in DODI 6055.17 - Para 5.5. MWN

**Mandatory data**

<table>
<thead>
<tr>
<th>Numbers</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone - Work</td>
<td>555-556-1234</td>
<td></td>
</tr>
<tr>
<td>Phone - Home</td>
<td>555-556-9876</td>
<td></td>
</tr>
<tr>
<td>Phone - Mobile</td>
<td>555-555-1288</td>
<td></td>
</tr>
<tr>
<td>Text Messaging</td>
<td>555-555-1288</td>
<td></td>
</tr>
</tbody>
</table>

**One piece of personal information is mandatory (Home address, Home email, Mobile # in Text Messaging or Home Phone)**
6. All work information (email, mobile, work address) is MANDATORY, and in addition one piece of after hours information such as mobile text messaging, email address, in order to be notified of post closures, delayed reporting or severe weather conditions you will need to enter them. (Dated 13 February 2017 in DODI 6055.17 - Para 5.5. MWN)
Adding Family Member Information

7. Recently added is the Family Member Contact Information. A family member’s phone number for calls, email, or mobile number for text messaging can be added under the Sponsor’s profile so they can receive the same messages. Please note family members can not make their own account, they must use that of their sponsor (Employee on Ft Carson- GS, CTR, WG, AAFES, NAF, Soldier, etc.)

8. Click the **Save** button when complete.
Did you know?

Download the AtHoc app! You can manage your information and receive alerts!

**Required:** Before you download and install, you must have an active email set up in the Fort Carson Mass Warning and Notification system.

STEP 1. Search for and Download the Blackberry AtHOC (AtHOC Notifier) app from the Apple App or Google Play stores.

STEP 2. When the download is complete, open application and enter your active email address associated with your Fort Carson MWN system account when prompted.

STEP 3. AtHoc Notifier will send a verification email to confirm your address. From the email, click “Verify Now.”

STEP 4. Return to the application on your mobile device and add the Fort Carson MWN organization code (USA-HDDL) as prompted. You have completed the installation. Please note it is case sensitive.