

# End User (Employee) AtHoc Instructions

How the employee can update their AtHoc information immediately

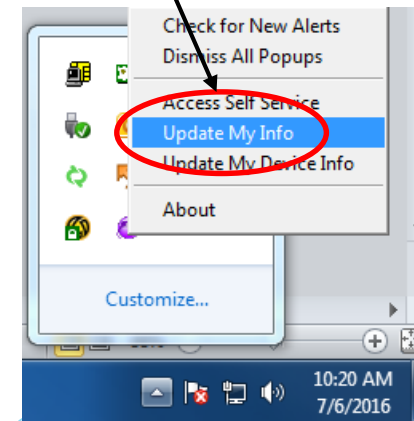
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(719) 526-2850 & Chuck Aucoin [charles.h.aucoin2.civ@mail.mil](mailto:charles.h.aucoin2.civ@mail.mil) (719) 524-3467

# Updating End User Account

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.

# Updating End User Account

3. Your **UserName** and **Mapping ID** should be the same # (Dodl #) 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 you lowest level indicated within your organization, then select **Apply**.  
Next slide.

Basic Info

Username \*

Mapping ID

First Name

Last Name

Display Name

Created On 09/22/2015 16:42:24

Status \*

Fort Carson \*

Please click the / symbol to select your Unit Directorate or Tenant organization

Select the Organizational Position

Fort Carson > 4 ID UNITS > CPAC > BAAF

Agencies > DES > DPTMS HQs

HQ USA Garrison... > DFMWR > ISD

TENANT COMMA... > DHR > Plans and Ops

DPTMS > DOC > Tng Div

DPW

DRM

EEOD

Fort Carson/HQ USA Garrison Fort Carson/DPTMS/Plans and Ops

Cancel Apply

\*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.

# Updating End User Account

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

ORG \* USAG DPTMS  
USAG Army Reserve Center  
USAG DES  
USAG DFMWR  
USAG DPTMS  
USAG DPM

Edit

Active  
Not Available

Mandatory Data

Mandatory data

One piece of personal information is mandatory (Home address, Home email, Mobile # in Text Messaging or Home Phone)

Numbers

Phone - Work 555-555-1234

Phone - Home 555-555-9876

Phone - Mobile 555-555-1298 **MANDATORY IF GOVT CELL IS ISSUED**

Text Messaging 555-555-1298

Online addresses

Email - Work john.e.doe.civ@mail.mil

Email - Home johndoe@gmail.com

Physical addresses

Home Address 123 Main St  
Fort Lakeside, NY  
12001

Work Address 3811 Soldier Blvd  
Fort Lakeside, NY  
12001

# Updating End User Account

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)

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MANDATORY/  
OPTIONAL-  
ENTER  
ATLEAST 1  
FOR AFTER  
HOURS  
INFORMATION

The screenshot shows a form with three sections: Numbers, Online addresses, and Physical addresses. Fields are highlighted with red boxes: Phone - Home, Phone - Mobile, Text Messaging, Email - Home, and Home Address. Arrows point from a text box on the left to these fields.

Numbers	
Phone - Work	555-555-1234
Phone - Home	555-555-9876
Phone - Mobile	555-555-1298
Text Messaging	555-555-1298

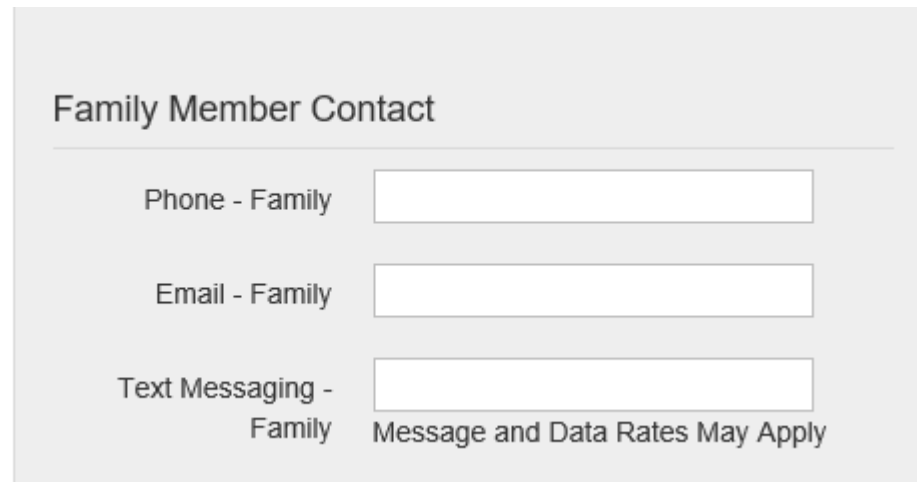
Online addresses	
Email - Work	john.e.doe.civ@mail.mil
Email - Home	johnedoe@gmail.com

Physical addresses	
Home Address	123 Main St Fort Lakeside, NY 12001
Work Address	3811 Soldier Blvd Fort Lakeside, NY 12001

# 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.)



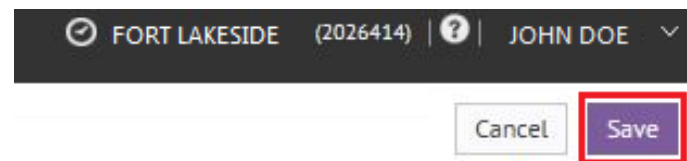
Family Member Contact

Phone - Family

Email - Family

Text Messaging - Family  Message and Data Rates May Apply

8. Click the Save button when complete.



FORT LAKESIDE (2026414) | ? | JOHN DOE ▾

Cancel Save

# 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.

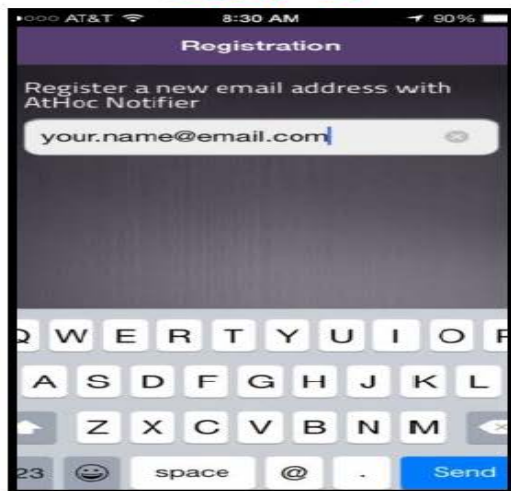
STEP 1. Search for and Download the Blackberry AtHOC (AtHOC Notifier) app from the Apple App or Google Play stores.

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.”

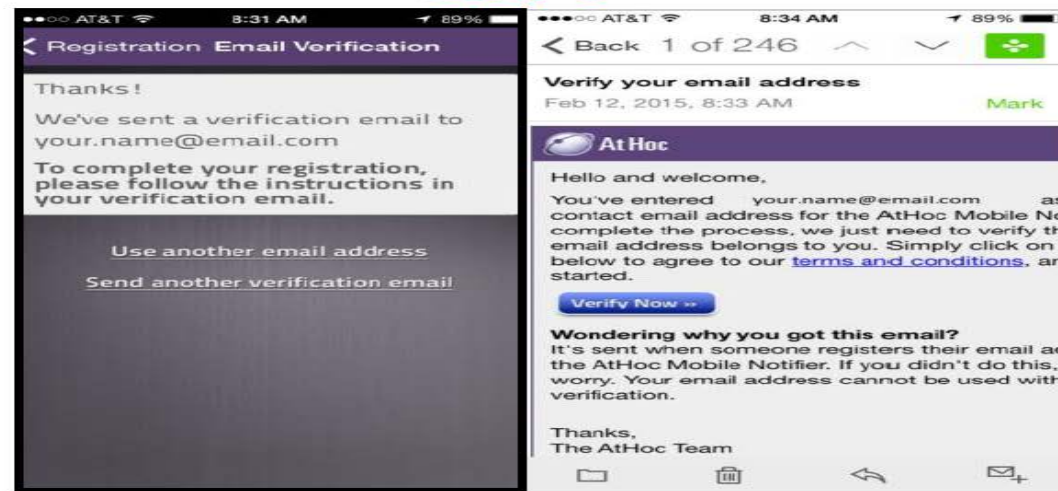
STEP 4. Return to the application on your mobile device and add the Fort Carson MWN organization code (USA-HDDL) as prompted. You have completed the installation. Please note it is case sensitive.

## STEP 2



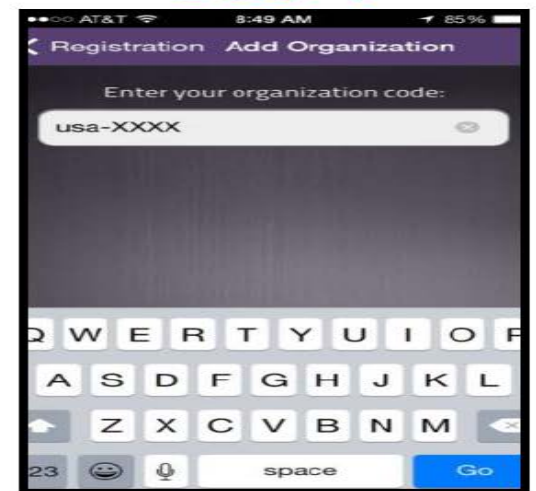
ENTER EMAIL

## STEP 3



VERIFY EMAIL

## STEP 4



ENTER ORG CODE