



Enterprise Mass Notifications System (eMNS)

NIPR Computer Users

Marines, civil service, and contractor personnel with a NIPR computer account are required to verify and update their official contact information populated in the eMNS by information found in the Global Address List (GAL). NIPR computer users are encouraged to register personal contact information. Mission essential personnel, who are subject to recall are required to provide all available contact methods in order of priority.

Your ability to benefit from the full spectrum of eMNS capabilities requires self-registration of personal contact information. Entering this personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and when you are away from your desk. A family member's contact information may also be input. During registration, NIPR computer users are able to confirm that their information is correct and choose how they wish to be notified during an emergency by clicking on the self-services device tab.

Though only those with usmc.mil email accounts can self-register to receive alerts, the installations are working with affected commands and tenants to manually enter their key leaders into the system they can in turn notify personnel within their organization in the event of an emergency.

Register for eMNS

- 1 Marine Corps Enterprise Network (MCEN) NIPR users—Right click on the Purple Globe icon (bottom right corner on desktop).
- 2 On the right side of your desk top toolbar, click the triangle to reveal hidden icons (if hidden).
- 3 Select "Access Self Service."
- 4 When prompted, select your appropriate CAC Certificate (it will contain the word "EMAIL" and can be either certificate) and enter your CAC PIN and then click "OK."
- 5 Select the "My Info" tab and ensure your Last Name, First Name, and Display Name are correct; select an appropriate language and "County of Residence;" then click on "Save."
- 6 Next click on the link in the Organizational Information box. Select your organization. Select the organization where you actually work not where you are administratively assigned (e.g. do not select H&S Battalion unless you work for the H&S Battalion Staff) then click "Save."
- 7 Select the "Devices" tab and enter your work and personal phone numbers, email addresses, and phone number for text messages in the appropriate mandatory and optional device fields. (Note: Your ability, and that of designated family members, to receive alerts on home phones, cellular phones, and email addresses, depends upon information entered into the mandatory and optional device fields.)
- 8 Click "Save."
- 9 Select the "Locations" Tab and click on "Home Address" and "Work Address" to input your data: Clicking on the "Edit" icon will allow you to input your address in the appropriate box. After entering each address, be sure to save.
- 10 Clicking on the "Satellite" map option will change the map to a satellite view. Move the icon if it is not located directly over the desired address.
Note: Including home address is important if your family lives in base housing in the event an alert needs to be targeted to a specific geographical area on base.
- 11 Review information in the "My Info", "Devices", and "Locations" tabs for accuracy. Save Changes.
- 12 Update your profile any time you have a change.



Other DoD Users

Other DoD personnel who are members of Tenant organizations on a Marine Corps installation, but are not on the NIPR or MCW networks do not have access to Self-Service. Their account information must be provided manually – as either comma-separated value (.csv) file import or system operator input.

AtHoc Notifier™ Instructions

- 1 Download:** Download and install AtHoc Notifier. Go to the Apple App Store or the Google Play Store and search for AtHoc.
- 2 Register:** Open the app and register your email address. (Important Note: An email address must be present in the USMC system you are trying to register in. It is recommended you use a personal email address so you can receive the verification email on your smart-phone device)
- 3 Verify** the email address. Simply go to your email inbox and click the “Verify Now” button.
- 4 Enter org code:** Return to the app to enter your organization code (Your installation will provide its specific Org Code) to complete the process. (Note: If you verified your email address on your mobile device, this step will be done automatically.)

Need Assistance?

Contact AtHoc Technical Support

- » Website: <http://www.athoc.com/support>
- » Telephone: (650)-685-3000 or (888)-GO-ATHOC
- » Email: enduser@athoc.com

MCW Users

Marine Corps personnel whose workstation resides on the MCW network can access the Self-Service function by using the URL associated with your Installation from the following list. Then follow eMNS registration instruction starting with step #4:

MCI EAST

- MCLB Albany: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060350>
- MCAS Beaufort: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060352>
- MCSF Blount Island: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060358>
- MCAS Cherry Point: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060354>
- MCB Camp Lejeune/MCAS New River: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060346>
- Norfolk Area: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060356>

MCI NCR

- HQMC/MCICOM: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060336>
- 8th and I: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060362>
- MCB/MCAF Quantico: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060360>

TECOM

- MCRD Parris Island: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060338>
- MCAGCC 29 Palms: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060342>

- MWTC Bridgeport: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060344>
- MCRD San Diego: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060340>

MCI WEST

- MCLB Barstow: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060372>
- MCAS Miramar: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=206036>
- MCB Camp Pendleton: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060364>
- MCAS Yuma: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060370>

MCI PAC

- MCB Hawaii/ MCAS Koneohe Bay: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060374>
- Camp Smith: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060376>