Enterprise Mass Notifications System (eMNS)

Enterprise Mass Notification System (eMNS) Instructions

Per MARADMIN 492/22, Marines, civil service, and contractor personnel with a NIPR computer account are required to enroll in eMNS then verify and update their contact information including a means of after duty-hours personal contact information. Mission essential personnel, who are subject to recall, are required to provide all available contact methods in order of priority.

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 AtHoc Client (Globe) and choosing "Access My Profile". Though only those with usmc.mil email accounts can self-register to receive alerts, installations work with affected commands and tenants to manually enter non-usmc.mil users into the eMNS system in order for them to receive alerts.

Register for eMNS

1. Marine Corps Enterprise Network (MCEN) NIPR users—Right click on the white Globe icon in the bottom right corner of your desktop. It is often located in the App Tray. If you do not see the icon, click the chevron (^) on the lower toolbar to reveal hidden icons.

2. Select "Access My Profile." *To update user information when the AtHoc Client (globe) menu "Access My Profile" link doesn't work: Paste your enterprise's (CONUS or MCIPAC) self service URL into any browser - found on page 2 of this document (Hover your mouse cursor over the globe to determine which enterprise if you are unsure).*

3. Select "Acknowledge" at the bottom of the disclosure statement.

4. When prompted, select your appropriate CAC (PIV) Certificate (it will contain the word "Authentication"). Click "OK."

5. Select "My Profile" at the top of the self-service page if not already open. Notice at the top the page is your name and organization that your profile is linked to. If this is the wrong organization, click the gray "Move to Organization" button, which opens a dropdown menu to select the correct organization. Select the correct organization. Click "OK."

6. Select "Edit" to continue editing your personal information. This should include your work phone number, work email address, and all other information requested.

7. Under "Basic Information," find "Organizational Hierarchy" and click "Select." Select your position/location within your organization. Click "Apply." Note: For OCONUS Users, follow the detailed instructions for entering device data contained on the device tab.

8. Click "Save."

9. 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 MCEN do not have access to Self-Service. Other DOD users must provide their information to respective base/local eMNS Virtual Private System (VPS) Administrator who will enter the information manually. On USMC installations the eMNS Administrator is located within the base operations section Emergency Management Branch.

In addition to using the AtHoc desktop Client (Globe), Marine Corps personnel with existing User accounts can access User Self-Service by using the URL associated with your Installation from the following list. If there are any issues with the link, copy and paste it into any other browser, except Internet Explorer. CONUS: https://alerts1.mcdsus.mcds.usmc.mil/selfservice/USMC or OCONUS-MCIPAC: https://alerts1.mcdsjp.mcds.usmc.mil/selfservice/MCIPAC.

MARCENT
- https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MARSOC
- https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MARFORCOM
- https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MCITC Kansas City
- https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MCI EAST
- MCB Camp Lejeune/MCAS New River: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCLB Albany: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCAS Beaufort: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCSF Blount Island: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCAS Cherry Point: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- Regional METOC Center- Cherry Point: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MCI NCR
- HQMC H&S Bn: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- HQMC/MCICOM: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

8th and I: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCB/MCAF Quantico: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCIA Quantico: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- CBIRF Indian Head MD: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MCI WEST
- MCB Camp Pendleton: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCAS Miramar: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCAGCC 29 Palms: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MWTC Bridgeport: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCLB Barstow: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCAS Yuma: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- Regional METOC Center West: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

MCI PAC
- Camp Foster & Camp Butler: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- Camp Courtney: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/

MCIPAC
- Camp Hansen: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- Camp Kinser: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- Camp Mujuk: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- Camp Schwab: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- MCAS Futenma: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- MCAS Iwakuni: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- MCB Hawaii/ MCAS Kaneohe Bay: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC
- Camp Smith: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC

TECOM
- MCRD Parris Island: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- MCRD San Diego: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC

User Parking
- USMC CONUS User Parking: https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC
- USMC OCONUS User Parking: https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/MCIPAC

Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.

READY MARINE CORPS

Going TAD? Receive Alerts at Your Location

1. Click on the AtHoc globe (usually found in the App Tray)

2. Select Access Self Service. *To access self service when the AtHoc Client (globe) menu "Access My Profile" link doesn't work: Paste your organization's enterprise into any browser - found on page 2 of this document (Hover your mouse cursor over the globe to determine which enterprise if you are unsure).*

3. Select the correct PIV Certificate (Authentication)

4. Acknowledge the USG statement

5. Select "My Profile" from the upper tool bar if not already open.

6. Click on the purple "Edit" button

7. Scroll all of the way to the bottom right corner.

8. Click on "Add Subscription"

9. Select the TAD location or organization and Click "Apply"

10. Set and end date, if desired.

11. Click the purple "Save" button at the Top Right Corner

    Note: You may add up to 5 Subscription locations while still receiving alerts from your home station or command.

Station

1. Click on the AtHoc globe (usually found in the App Tray).

2. Select Access Self Service. *To access self service when the AtHoc Client (globe) menu "Access My Profile" link doesn't work: Paste your enterprise's self service URL into any browser*

- found on page 2 of this document (Hover your mouse cursor over the globe to determine which organization if you are unsure).

3. Select the correct PIV Certificate (Authentication).

4. Acknowledge the USG statement.

5. Select "My Profile" from the upper tool bar if not already open.

6. Select "Move to Organization."

7. Select your next location or command list, and click "OK."

Get Mobile Alerts

1. Remove any AtHoc app from your mobile device if previously installed.

2. Search "AtHoc" in the App Store, Google Play Store.

3. Download the first BlackBerry AtHoc app. (NOT "Dynamics")

4. Several prompts will appear on the screen:
   - **"AtHoc" Would like to send you Notifications.** Select **"Allow."**
   - **Allow "AtHoc" to access your location while using the app?** Select **"Allow."**
   - **Register for Alerts.** Select **"Ok."**

5. To register your Mobile Notifier account, enter an email address from your eMNS (AtHoc) User account profile page.

Note: Recommend that you use an address other than a usmc.mil, because firewalls may prevent the AtHoc verification email from being delivered. To add a personal email to your profile page, visit your organization's self-service link. You can always delete your personal email in your eMNS profile after the verification.

6. Access your email account, and open the AtHoc email. Click "Verify Now" link. Android users must click the "Terms and Conditions" link first and then click "Verify Now."

7. Reopen the AtHoc App. Wait for the screen to change from, "Register your email…" to "Enter Organization Code."

8. Enter your organizational code:
   - For CONUS users, enter USMC.
   - For MCIPAC users, enter MCIPAC.

Need Assistance?

Contact your local USMC eMNS Administrator to assist with any issues or questions. Blackberry AtHoc Support does not have access to eMNS or user databases, so be sure to work with your local eMNS Administrator before contacting Blackberry. On USMC installations the eMNS Administrator is located within the base operations section Emergency Management Branch."

To contact Blackberry AtHoc Technical Support after-hours for general information:
  » Telephone: +1-888-462-8462 (Toll-Free)
  » If outside North America, call: +1-650-685-3090

Any work station software concerns, such as no AtHoc Client (Globe) or the wrong Client (e.g., Client is CONUS directed instead of OCONUS), should be referred to the unit/organization Information Systems Coordinator (ISC) usually in the G/S-6. Otherwise contact the Marine Corps Enterprise Service Desk and open a ticket for correction. That work station may need to be pushed a new AtHoc Client software package.

Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.