



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". 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.

Enroll in eMNS

- 1 Marine Corps Enterprise Network (MCEN) NIPR users—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 "More Actions" drop down and select "Move to Organization". Select the correct organization. Click "OK."
- 6 Select "Edit" to continue editing your contact information.
- 7 Under "Basic Information," click "Select." Select your position/location within your organization. Click "Apply."
- 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) Administrators who will enter the information manually. On USMC installations the eMNS Administrator is usually located within the base operations section Emergency Management Branch.



User Self-Service Links

In addition to using the AtHoc desktop Client (Globe) menu, CAC-enabled Marine Corps personnel with existing User accounts can access User Self-Service from a MCEN workstation by using the URL associated with the CONUS or OCONUS/MCIPAC. The URLs by installation are listed below. Copy and paste the appropriate URL into any browser from a MCEN workstation.

[NOTE: If unsure where an account is located, hover the mouse cursor over the AtHoc globe to identify a user account VPS (location)]

CONUS

<https://alerts1.mcidsus.mcids.usmc.mil/SelfService/USMC>

- Camp Lejeune - New River
- CBIRF Indian Head MD
- HQMC H&S Bn
- HQMC MCICOM
- MARCENT
- MARFORCOM-Norfolk Marines
- MARFOREUR
- MARSOC
- Marine Barracks 8th & I
- MCAGCC Twentynine Palms
- MCAS Beaufort
- MCAS Cherry Point
- MCAS Miramar
- MCAS Yuma
- MCB Quantico
- MCCOG NetAct Reserve
- MCI West - Camp Pendleton
- MCIA Quantico
- MCITC Kansas City
- MCLB Albany
- MCLB Barstow
- MCMWTC Bridgeport
- MCRD Parris Island
- MCRD San Diego
- MCSF Blount Island
- MCSF New Orleans - MARFORRES
- Regional METOC Center - Cherry Point
- Regional METOC Center West
- CONUS User Parking

OCONUS/MCIPAC

<https://alerts1.mcidsjp.mcids.usmc.mil/SelfService/MCIPAC>

- Camp Blaz
- Camp Butler
- Camp Courtney
- Camp Foster
- Camp Hansen
- Camp Kinser
- Camp Mujuk
- Camp Schwab
- Camp Smith
- CATC Camp Fuji
- MCAS Futenma
- MCAS Iwakuni
- MCB Hawaii
- OCONUS User Parking



Going TAD? Receive Alerts at Your TAD Location

- 1 Click on the AtHoc globe (usually found in the App Tray)
- 2 Select Access My Profile. *To access self service when the AtHoc Client (globe) menu "Access My Profile" link doesn't work: Paste your organization's Self Service URL into any browser - found on page 2 of this document (Hover your mouse cursor over the globe 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.

Time to PCS? Update Your Duty Change of Station (PCS)

- 1 Click on the AtHoc globe (usually found in the App Tray).
- 2 Select Access My Profile. *To access self service when the AtHoc Client (globe) menu "Access My Profile" link doesn't work: Paste your organization'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 Click on the gray "More Actions" drop down menu and select "Move to Organization."
- 7 Select your new or next location and click "OK."

Note: If PCSing between CONUS and OCONUS, a new account will be created at your next location.

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 for verification, because firewalls may prevent the AtHoc verification email from being

delivered. To add a personal email to your profile page, visit self-service.

- 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. Local Administrators are most often a part of the Installation Protection or Emergency Management sections at your location or a part of your organization's G-6 or S-6. Blackberry AtHoc Support does not have access to USMC eMNS or databases and will refer calls/emails to USMC Administrators.

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.