



# MCAS Beaufort Enterprise Mass Notifications System (eMNS)

## Enterprise Mass Notification System (eMNS) Instructions

Marines, civil service, and contractor personnel with a NIPR computer account are required to verify and update their official contact information (Office Phone and usmc.mil email address) populated in the eMNS by information found in the Global Address List (GAL). 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.

Entering this personal information enhances the 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 Self Service". Though only those with usmc.mil email accounts can self-register to receive alerts, installations work with affected commands and tenants to enter key leaders and on-base personnel 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 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 Self Service."
- 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. Notice at the top of 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 drop-down 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."
- 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. Their account information must be provided manually.

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

## User Self-Service Links

In addition to using the AtHoc desktop Client (Globe), Marine Corps personnel with existing User accounts can access User Self-Service by using this URL: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060352>.

### Time to PCS? Update Your Duty Station

- 1 Click on the AtHoc globe (usually found in the App Tray).
- 2 Select Access Self Service.
- 3 Select the correct PIV Certificate (Authentication).
- 4 Acknowledge the USG statement.
- 5 Select "My Profile" from the upper tool bar.
- 6 Select "Move to Organization."
- 7 Select your next location or command list, and click "OK."

### Going TAD? Receive Alerts at Your Location

- 1 Click on the AtHoc globe (usually found in the App Tray)
- 2 Select Access Self Service
- 3 Select the correct PIV Certificate (Authentication)
- 4 Acknowledge the USG statement
- 5 Select "My Profile" from the upper tool bar.
- 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 3 Subscription locations while still receiving alerts from your home station or command.*

### 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 or BlackBerry World 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.

### 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.

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, if there is one. 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.

MCAS Beaufort personnel may contact one of the below individuals to assist with AtHoc Client issues:

Freddy King  
(843) 228-9918

Brian Faulk  
(843) 228-7082

Email contact is via the Mission Assurance OMB at:  
[BFRT\\_MissionAssur@usmc.mil](mailto:BFRT_MissionAssur@usmc.mil)