



U.S. ARMY



USAG RHEINLAND-PFALZ

Self-Registration Instructions for USAG Reheinland-Pfalz AtHoc Alerts





Purpose

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The purpose of this presentation is to provide guidance on how to register for the USAG Rheinland-Pfalz Alerts (USAG R-P) system.

The system is the one and only Mass Warning and Notification currently available to USAG R-P. This system is the best way to provide emergency notifications to the garrison's personnel.

Those that do not make full use of this system are putting themselves and their loved ones in harm's way by not being situationally aware of dangers threatening the USAG R-P footprint.

What is the USAG R-P Alerts?

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- **The USAG R-P Alerts is a system that allows for dissemination of emergency notifications to the garrison's population.**
- **USAG R-P combines multiple capabilities into one system. They are:**
 - **Network Alerting System (NAS)**
 - **Computer screen pop-up (see next slide)**
 - **Telephone Alerting System (TAS)**
 - **Phone calls**
 - **Text messages**
 - **Email messages**
 - **Other Alerting**
 - **Post to Garrison Facebook Page**
 - **Mobile Application (App) – downloadable app for messages**

Example of a NAS Alert

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AtHoc System Test

This is an example of a computer popup that the USAG R-P At Hoc system will send to users, providing them with life, health and safety information regarding all-hazards incidents in the USAG R-P footprint.

Please Respond:

Acknowledge

Respond and Close

Published on: 06/26/2015 16:29:02

1) This window will remain until the acknowledge button is clicked.

2) Acknowledging indicates you have received the information.

AtHoc System Test

This is an example of a computer popup that the USAG R-P At Hoc system will send to users, providing them with life, health and safety information regarding all-hazards incidents in the USAG R-P footprint.

Please Respond:

Acknowledge

Respond and Close

Published on: 06/26/2015 16:29:02

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USAG RP
 15 January 2016

Registration Process

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FIND THE PURPLE GLOBE

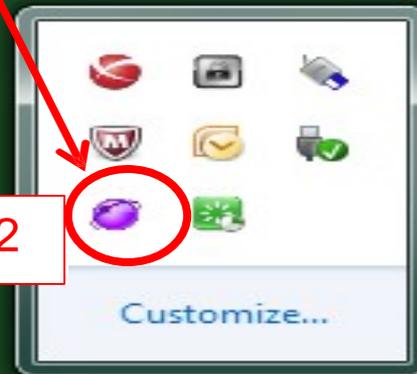
IN THE BOTTOM RIGHT CONNER OF SCREEN.
1. CLICK ON ARROW BLOCK ON TASK BAR

#1



2. FIND AND CLICK THE PURPLE GLOBE

#2



**IF YOU DO NOT HAVE A PURPLE GLOBE
CONTACT 119.**

Registration Process

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IWSAlerts Management System

Check for New Alerts

Dismiss All Popups

Access Self-Service

Access My Dependent's Self Service

Update My Device Info

About

3. CLICK ON "ACCESS SELF SERVICE"

4. CLICK "OK" TO ACCEPT CAC CERTIFICATION VERIFICATION
(USE YOUR EMAIL CERTIFICATE)

**IF YOU DO NOT HAVE A PURPLE GLOBE
CONTACT 119.**

3:34 PM
1/12/2016



Steps to Register

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1. Choose the “My Profile” tab at the top of the page.
2. The Name fields will autofill from the CAC.
3. Choose appropriate Organizational Hierarchy. (see slide #9)
4. Choose the appropriate: Work Installation, Work Status, Home Installation, Office Building, Branch of Service, and Grade
5. Enter Phone / Text Numbers. (see slide #10)
6. Email addresses:
 - Enter Work email
 - Enter Home email
8. Click “**SAVE**” after entering information.
9. “AtHoc Notifier” App 
 - Requires an email to be entered into USAG R-P AtHoc for account confirmation.

NOTE: Improper registration will results in you receiving a weekly pop-up message until you fix the error.

Registration Process (cont.)

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Inbox

My Profile

USAG RHEINLAND-PFA... (2026327) | ? | WILLIAM GA... ▾

**CAC auto fills name.
Hierarchy- See slide #10**

Edit

If you wish to furnish personal information requested as part of the USAG Rheinland-Pfalz MWN registration process, you may do so. Personal information includes non-government furnished e-mail addresses, home and personal cell phone numbers, personal pager numbers, and other personally owned devices. If you choose NOT to furnish personal information, the system will be unable to contact you on these devices.

Basic Info

Username	AUTO POPULATE YOUR INFO
First Name	AUTO POPULATE YOUR INFO
Last Name	FROM CAC CARD
Display Name	First Last Name
Mapping ID	1143774542
Created On	02/19/2015 16:38:54
Organizational Hierarchy	/HQ USA Garrison/DPTMS/
Work Installation	Pulaski
Work Status	Civilian
Home Installation	Baumholder
Office Building	2933
Branch of Service	Army
MILITARY GRADE	None
CIVILIAN GRADE	GS-12
NAF GRADE	None
User ID	2027169

Mobile and Desktop

Desktop App	Active
Mobile App	Active (3)

**Choose the appropriate:
Organizational Hierarchy, Work
Installation, Work Status, Home
Installation, Office Building, Branch
of Service, and Grade.**

Registration Process (cont.)

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Inbox

My Profile

USAG RHEINLAND-PFA... (2026327) | ? | WILLIAM GA... ▾

My Profile

Edit

Numbers

To enter a local number, please use the international code 011 followed by the country code and eliminate the "0" in front of the number. For example, telephone number (0)6131-234567 must be entered in the following format: 01149-6131234567. Do not enter DSN numbers. [less](#)

Phone - Work ADD YOUR NUMBER AS STATED
Phone - Home ADD YOUR NUMBER AS STATED
Phone - Mobile ADD YOUR NUMBER AS STATED
Text Messaging ADD YOUR NUMBER AS STATED
Mobile App APNS\$: \$8f9bca23ee19c9bbdcbbf
 d7d1081d492e1851984349704fe
 3a0a280c6fddea5a@29DB2672-
 19EE-4351-B436-
 728B90719F10;APNS\$: \$462d0e7

Online addresses

Email - Work ADD YOUR WORK EMAIL
Email - Home ADD YOUR PERSONAL EMAIL

To enter a local number, please use the international code 011 followed by the country code and eliminate the "0" in front of the number. For example, telephone number (0)6131-234567 must be entered in the following format: 01149-6131234567. Do not enter DSN numbers.

Work email is Mandatory

The Organizational Hierarchy

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This is mandatory in order to not receive a weekly pop-up on your computer screen.

- This allows the system to send messages to the correct personnel.
- Click the **purple “/”** which is a link to select your Unit, Directorate, or Tenant organization open the options.
- All options are listed alphabetically.
- Click the “>” to open lists until the appropriate organization is available. (if not seen contact POC listed at end of presentation)

" in the list above to a purple button labeled 'Organizational Hierar...' in the interface. Red circles highlight the right arrow on the purple button and the right arrows on the list items below it."/>

Organizational Hierarchy * / Please click the / symbol to select your Unit, Directorate, or Tenant organization

Transition to

Select the Organizational Position

- Organizational Hierar... >
- HQ USA Garrison >
- TENANTS >
- UNITS >

Hierarchy

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Select the Organizational Position

Organizational Hierar... >

- HQ USA Garrison >
- TENANTS >
- UNITS >

10th AAMDC >

21st TSC >

2nd MI Battalion >

2nd Signal BDE >

409th CSB

4th ID MCE

53rd Signal BN SATC...

598th TRANS BDE

HQ USAREUR - CIO-G...

16th SB >

18th MP BDE >

21st STB

30th MED BDE >

405th AFSB >

7th MSC

TLSC-E

Organizational Hierarchy/UNITS/21st TSC/21st STB

Cancel Apply

Click Apply to Save your hierarchy selection

Entering Phone/Text Numbers

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All calls come from CONUS

- Numbers entered must have “01149-” in front of the commercial number.
- Caller ID will show CONUS phone number.

• Phone/Text number conversions

- USAG R-P valid format for DSN varies through out the garrison please use the find-it guide to obtain the correct civilian prefix for your location example: “01149-6313406XXXX”
 - Substitute appropriate DSN for XXXX.
 - Remove leading “0” off of commercial (mobile, home etc.) number when adding the “01149-”
- Duplicate mobile number in text field to receive text messages.

- Click “Accept as is!” for each field.

Phone - Work

011496111435480000

Input format is not valid. Accept as is!

- Click **Save** in top right corner of page.
- **NOTE: There will be a fee for responding to texts. Do not respond.**

Devices

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Numbers

To enter a local number use additional codes and eliminate "0" in front of the number; for example for a telephone number: (0)6131-234567 enter that number in the following format: 01149-6131234567. [less](#)

Phone - Work
 Input format is not valid. [Accept as is!](#)

Phone - Home

Phone - Mobile

Text Messaging
 Msg frequency varies based on emergencies. Msg & data rates may apply. Reply STOP to cancel. T-Mobile is not liable for delayed or undeliverable messages. Read T&C's & Privacy Policy athoc.com/sms

[Accept as is!](#)

1. Use a single "-" in your phone number.
2. Ignore "Input format is not valid".
3. Confirm number and click "Accept as is!"

Inbox Tab

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Inbox

Updated
11/18/2015 20:20:50 Advanced

Search

Sort by: Time Descending

No Matches Found.

This is a record of messages received

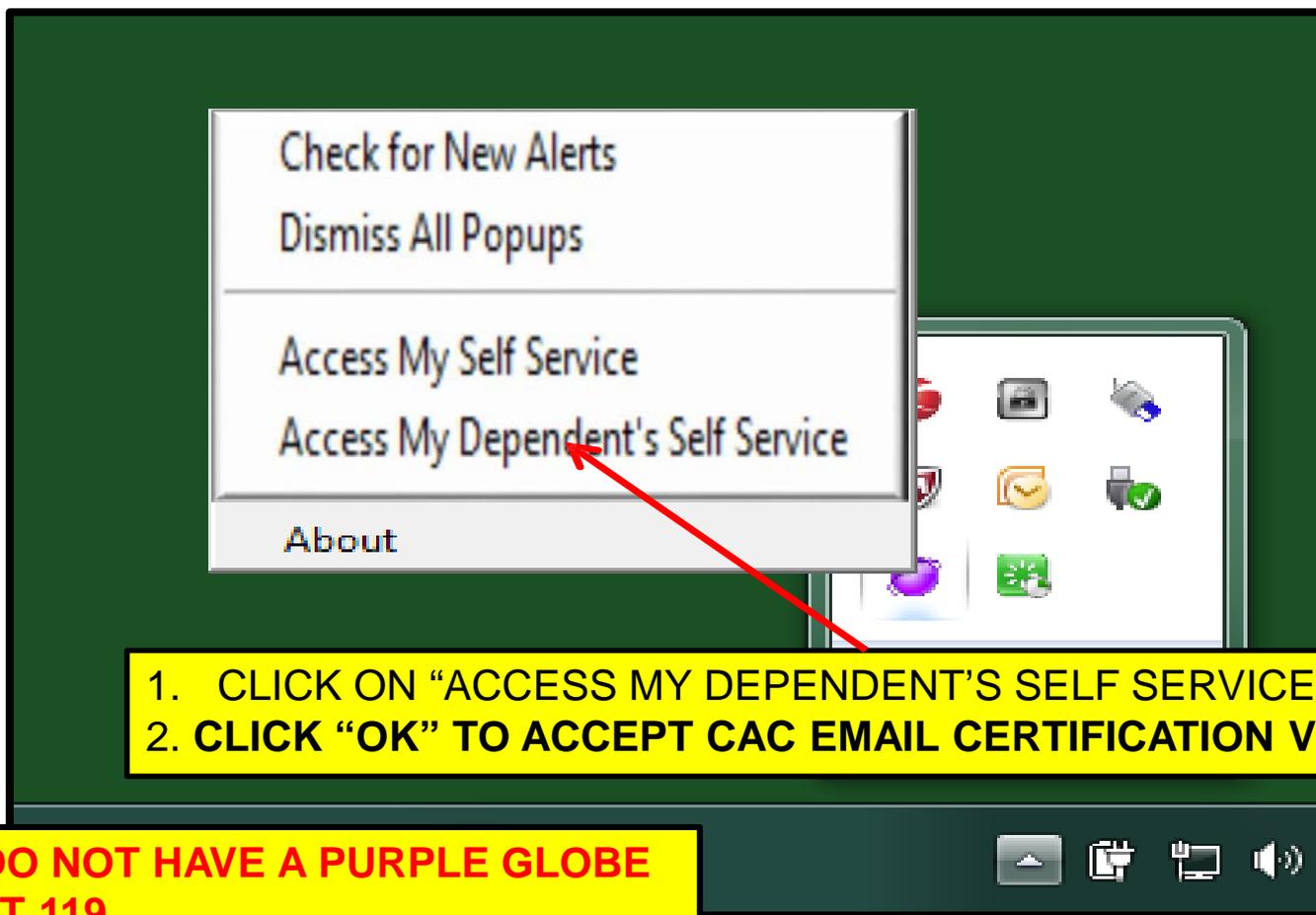
No items to display

Dependents Registration Process

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1. CLICK ON "ACCESS MY DEPENDENT'S SELF SERVICE"
2. CLICK "OK" TO ACCEPT CAC EMAIL CERTIFICATION VERIFICATION

**IF YOU DO NOT HAVE A PURPLE GLOBE
CONTACT 119.**

Steps to Register a Dependent

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1. Choose the “My Profile” tab at the top of the page.
2. Enter the Dependents first name and last name.
3. Display Name First and last name
4. Place of Residence
 - Open drop list and select the appropriate location.
5. Enter Phone / Text Numbers. (see slide #9,12)
6. Email addresses:
 - Enter Work email
 - Enter Home email
7. Click “**SAVE**” after entering information.
8. “AtHoc Notifier” App 
 - Requires an email to be entered into USAG R-P for account confirmation




Dependent Registration Process

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My Profile

Cancel

Save

1. Choose the "My Profile" tab at the top of the page.
2. Enter the Dependents first name and last name.
3. Display Name First and last name
4. Place of Residence
 - Open drop list and select the appropriate location.

Basic Info

Username * 1143774542

First Name Last Name Display Name Mapping ID

Created On 08/19/2015 10:17:57

USAG Rheinland-Pfalz /

Place of Residence

Where you live

User ID 2095853

Dependent Devices

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Accept as is!

1. Use a single "-" in your phone number.

2. Ignore "Input format is not valid".

3. Confirm number and click "Accept as is!"

4. Enter Phone / Text Numbers. (see slide #9,12)

5. Email addresses:

– Enter Work email

– Enter Home email

6. Click "**SAVE**" after entering information.

Numbers

Phone - Work

01149-613234567

input format is not valid Accept as is!

Phone - Home

Phone - Mobile

Text Messaging

Mobile App

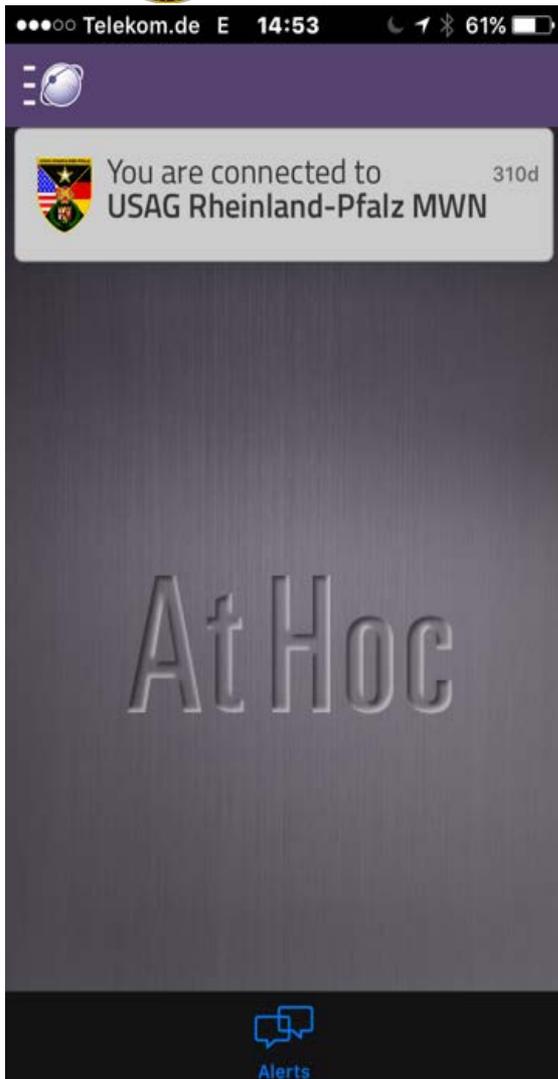
Online addresses

Email - Work

Email - Home

AtHoc NOTIFIER

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The USAG R-P Mass Warning and Notification (MWN) system includes a mobile notification smartphone application in addition to several other forms of notification such as desktop alert, email, phone, and text message. The AtHoc Notifier is a smartphone app which displays as a purple globe on your main mobile phone screen with the rest of your mobile applications. The AtHoc Notifier is available for iOS and Android smartphones.



Government Blackberries may need S6 permissions activated.

Smartphone Application Setup & Use

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INSTALL THE ATHOC NOTIFIER

The AtHoc Notifier can be installed in just a few easy steps.

Required: Before you download and install, you must have an active email set up in the USAG Rheinland-Pfalz Mass Warning and Notification system.

STEP 1. Search for and Download the 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 **USAG Rheinland-Pfalz MWN** system ac-count when prompted.

STEP 3. AtHoc Notifier will send a verification email to confirm your address. From the email, copy the part of the link [that starts with the m in mobile and ends with the e in true] Open Internet Explorer and type <https://> followed by the copied text. [Ctrl + v to paste]. The email address will be verified.

STEP 4. Return to the application on your mobile device and add the **USAG Rheinland-Pfalz MWN** organization code **(usa-rhein)** as prompted. You have completed the installation.





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Not on the EUR Domain

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No problem you can register yourself and a Dependent using your DoD Cac Card at the links below.

Use Your Email Certificate

[CLICK HERE TO SELF-REGISTER](https://warnings1.army.mil/SelfService/2026327)

<https://warnings1.army.mil/SelfService/2026327>

[CLICK HERE TO REGISTER DEPENDENT](https://warnings1.army.mil/SelfService/2093976)

<https://warnings1.army.mil/SelfService/2093976>

If you don't have a DoD Cac Card still no problem contact the USAG R-P Emergency Manager contact information is provide at the end of this presentation and he will add you to the system.

Questions?



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1. Where to find this presentation for future:

<http://www.rp.army.mil/AtHoc.htm>.

2. The 24/7 Helpdesk contacts info is DSN 312-867-3365, Toll free (From Germany) 0800-184-4939, or em2phelpdesk@leidos.com

3. If questions remain, contact: USAG R-P Emergency Manager William Gairy at 493-4034 or william.r.gairy.civ@mail.mil



System or Functional Problems

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If you have any issues with the system

DO NOT CALL 119.

Call the EM2P Helpdesk

Toll free from Germany – 0800-184-4939

DSN: (312) 867-3365

Em2phelpdesk@leidos.com

(24/7 availability)