End User (Employee) AtHoc Instructions
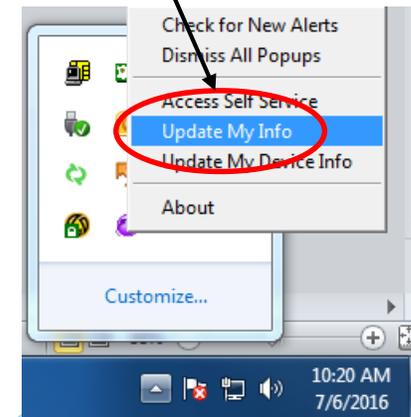
How to update **your** AtHoc information

Updating End User Account

1. On the bottom right of your computer bar, look for the up **arrow icon**, click it, and the below Window will appear. Right click on the **purple global**.

2. The below menu will appear, select **Update My Info**. Next slide shows input window.

*If the purple globe is greyed out (not purple), or will not let you access AtHoc, please notify your AtHoc Administrator immediately who will notify the installation AtHoc manager.

Updating End User Account

3. Your **UserName** and **Mapping ID** should be the same # (DodI #) from the back of your ID.

4. Click the **/** symbol to select your Unit or Agency Organization from the organizational hierarchy page. Select all the way down to you lowest level indicated within your organization, then select **Apply**. Next slide.

Basic Info

Username *	DoDI #
Mapping ID	DoDI #
First Name	JAMES
Last Name	GRENIER
Display Name	JAMES GRENIER
Created On	09/22/2015 16:42:24
Status *	Enabled
Fort Carson *	/HQ USA Garrison Fort Carson/DPTMS/Plans and Ops/

Please click the / symbol to select your Unit Directorate or Tenant organization

Select the Organizational Position

- ● Fort Carson >
  - ○ 4 ID UNITS >
  - ○ Agencies >
  - ● HQ USA Garrison... >
    - ○ CPAC
    - ○ DES
    - ○ DFMWR >
    - ○ DHR
    - ○ DOC
    - ● DPTMS >
      - ○ BAAF
      - ○ DPTMS HQs
      - ○ ISD
      - ● Plans and Ops
      - ○ Tng Div
    - ○ DPW
    - ○ DRM
    - ○ EEOO
  - ○ TENANT COMMA... >

Fort Carson/HQ USA Garrison Fort Carson/DPTMS/Plans and Ops

Cancel   **Apply**

*If you do not put yourself in the correct container, there is a high chance if your organization sends out important messages, you will NOT receive them.

5. Then Select **EDIT**; Fill in the following information. **NOTE** – All work information (email, mobile, work address) is MANDATORY, and in addition one piece of after hours information such as mobile text messaging, email address, in order to be notified of post closures, delayed reporting or severe weather conditions you will need to enter them, it is highly recommended that you do.

Dated 13 February 2017 in
DODI 6055.17 - Para 5.5. MWN

ORG * USAG DPTMS
US Navy Reserve Center
USAG DES
USAG DFMWR
USAG DPTMS
USAG DPW

User ID

Edit

Active
Not Available

Mandatory data

Mandatory Data

Numbers

Phone - Work	555-555-1234
Phone - Home	555-555-9876
Phone - Mobile	555-555-1298

MANDATORY IF GOVT CELL IS ISSUED

Text Messaging	555-555-1298

Online addresses

Email - Work	john.e.doe.civ@mail.mil
Email - Home	johnedoe@gmail.com

Physical addresses

Home Address	123 Main St Fort Lakeside, NY 12001
Work Address	3811 Soldier Blvd Fort Lakeside, NY 12001

One piece of personal information is mandatory (Home address, Home email, Mobile # in Text Messaging or Home Phone)

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Updating End User Account

6. All work information (email, mobile, work address) is MANDATORY, and in addition one piece of after hours information such as mobile text messaging, email address, in order to be notified of post closures, delayed reporting or severe weather conditions you will need to enter them. (Dated 13 February 2017 in DODI 6055.17 - Para 5.5. MWN)

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MANDATORY/
OPTIONAL-
ENTER
ATLEAST 1
FOR AFTER
HOURS
INFORMATION

Numbers

Phone - Work	555-555-1234
Phone - Home	555-555-9876
Phone - Mobile	555-555-1298
Text Messaging	555-555-1298

Online addresses

| Email - Work | john.e.doe.civ@mail.mil |
| Email - Home | johnedoe@gmail.com |

Physical addresses

| Home Address | 123 Main St
Fort Lakeside, NY
12001 |
| Work Address | 3811 Soldier Blvd
Fort Lakeside, NY
12001 |

Adding Family Member Information

7. Recently added is the Family Member Contact Information. A family member's phone number for calls, email, or mobile number for text messaging can be added under the Sponsor's profile so they can receive the same messages. Please note family members can not make their own account, they must use that of their sponsor (Employee on Ft Carson- GS, CTR, WG, AAFES, NAF, Soldier, etc.)
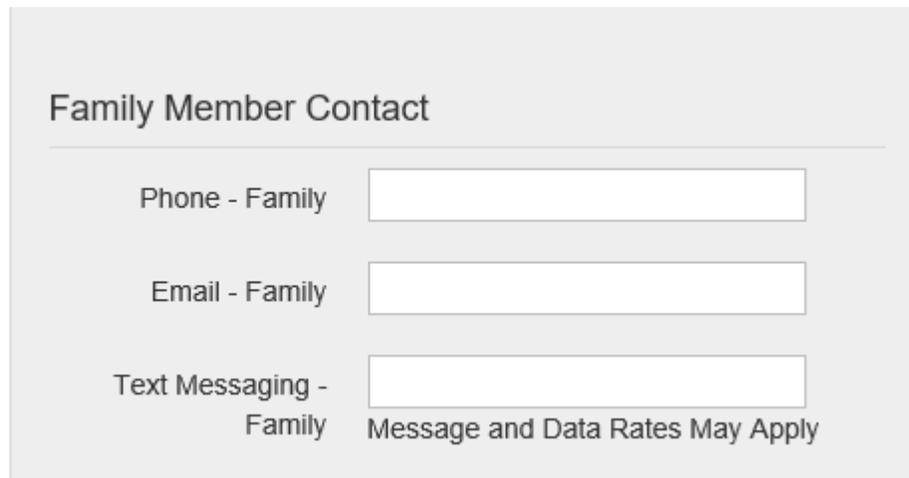
Family Member Contact

Phone - Family

Email - Family

Text Messaging - Family   Message and Data Rates May Apply

8. Click the <u>Save</u> button when complete.

FORT LAKESIDE   (2026414) | ❓ | JOHN DOE   ⌄

Cancel   Save