AtHoc – Registration / Updating Your Profile

NSA Naples assigned personnel and tenant commands (military, federal civil service, and contractor) who possess a ONE-Net account will be automatically enrolled in the AtHoc/CDNS notification system upon their initial login to a ONE-Net computer. During this initial registration, AtHoc will only generate the username. It is crucial to update your profile and include your contact details to guarantee reception of alert notifications. The steps outlined below delineate the process for updating your profile.

If the sponsoring command is not utilizing ONE-Net as its operational network, individuals are required to obtain the AtHoc/CDNS Registration Form from the NSA Naples Emergency Management Public Site and submit it to the NSA Naples Emergency Management Division via email at (nsanaplesemcdnsregistration@us.navy.mil). Furthermore, any updates to personnel contact details should be communicated with the NSA Naples Emergency Management Division.

To access your profile on a ONE-Net computer, follow the steps below.

1. Right-click on the white & purple globe icon positioned at the bottom right corner of your computer screen.

    NOTE: The icon might be located within the hidden icons section (refer to ① and ② of figure 1).

2. Select "Access My Profile" *(refer to ③ of figure 1).*

3. When prompted by the Windows Security pop-up, confirm your CAC certificate.

4. Acknowledge the disclaimer pop-up to proceed and log into your account.
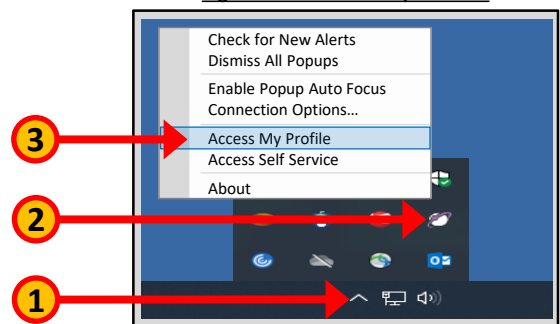
Figure 1: White & Purple Globe

5. On your account page, navigate to the "My Profile" tab (refer to ④ of figure 2).

6. Click on the "Edit" button to modify your profile information.

7. Update your basic information as necessary (refer to figure 3).

8. If any details are missing, contact the NSA Naples Emergency Management Division at (nsanaplesemcdnsregistration@us.navy.mil) for assistance.
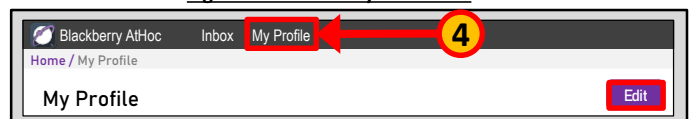
Figure 2: Access to your Profile

Figure 3: Updating Your Profile

9. All assigned military personnel (Active Duty and Reserve), federal civil service, and contractors must register their work email address and duty phone number, at a minimum, into the AtHoc system (refer to ⑤ of figure 3).

IMPORTANT NOTE:

Enter your phone numbers in the format you would use when making local calls or sending text messages.

> *Examples: (Area Code + Phone #)*
> *Italy: xxx-xxx-xxxx,*
> *U.S.: 800-xxx-xxxx*

DO NOT add the country code (Italy: 39) ,(U.S.: 1) or the DSN prefixed number on any phone or text messaging application. Just select the proper country from the drop-down.

10. It is highly recommended that you register your personal and dependent contact information to receive alerts on personal devices and emails.

11. The AtHoc App is available for download on your Mobile Devices, providing instant crisis notifications. See the following page for support with AtHoc App registration. The Blackberry AtHoc Apps section at the bottom of your profile will display the total number of registered AtHoc App enrollments linked to your account (refer to ⑥ of figure 3).

12. Once finished, click on the "Save" button.

Figure 3: Personal Contact Information

Required Information Per NAVADMIN 261/6		
Phone – Work*	🇮🇹 - 081-568-0000	ext ⑤
Email – Work – Primary*	work_email@us.navy.	

Numbers		
one ome	🇮🇹 - 081 -111-2222	ext
Phone – Mobile	🇮🇹 - 081-222-3333	ext
one mergen y	🇮🇹 - 081-333-44 44	ext
Text Messaging	🇮🇹 - 081-44 4-5555	
Phone – Dependent 1	🇮🇹 - 081-1111-2222	ext
Text (SMS) Dependent 1	🇮🇹 - 081-1111-2222	
Phone – Dependent 2	🇮🇹 - 081-1111-2222	ext
Text (SMS) Dependent 2	🇮🇹 - 081-1111-2222	

Online addresses	
Email – Home	personal_email@mail.com
Email – Work – Secondary	work_email_2@us.navy.mil
Email – Dependent 1	dependent_1@mail.com
Email – Dependent 2	dependent_2@mail.com

Physical addresses

No addresses provided

ᴠBlackBerry AtHoc Apps

Desktop App	Active
Mobile App	Active (1) ⑥

Save

# AtHoc – Configuring the Blackberry AtHoc App

Set-up for the Blackberry AtHoc Application for NSA Naples is an easy five-step process:

**To add the AtHoc Application on your mobile devices, follow the steps below.**

1. Download the Blackberry AtHoc App from the Apple Store, Google Play, or Blackberry World on your Smart device. Please note: Before downloading the App, you must complete your AtHoc account set-up as indicated above.

**Figure 1: White & Purple Globe**
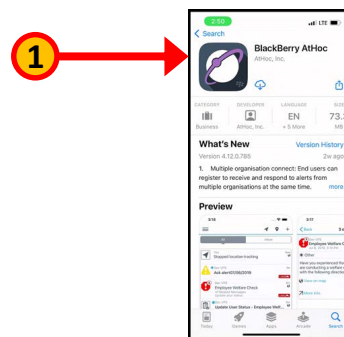
2. Once the download is complete, open the App, it will prompt you for your email address for verification. Typically, this is your work email however, you must enter an address that is associated with your AtHoc account. Best practice is to use your personal email in your profile to verify the Mobile App.

Figure 2: E-Mail Activation
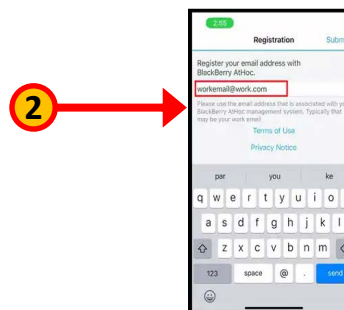
3. A welcome e-mail will then arrive at that email address with a link to activate the Mobile App account. Verify the account by clicking on the Verify Now link in the welcome email.

Figure 3: E-Mail Verification
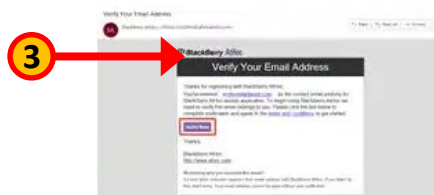
4. Return to the Blackberry AtHoc Mobile App to continue your registration. On the "Add Organization screen, enter EUNA

Figure 4: Organization Screen
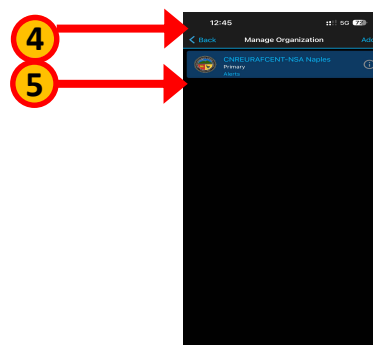
5. That is it! This complets the App installation. You will now receive emergency alerts on your Smart devices.