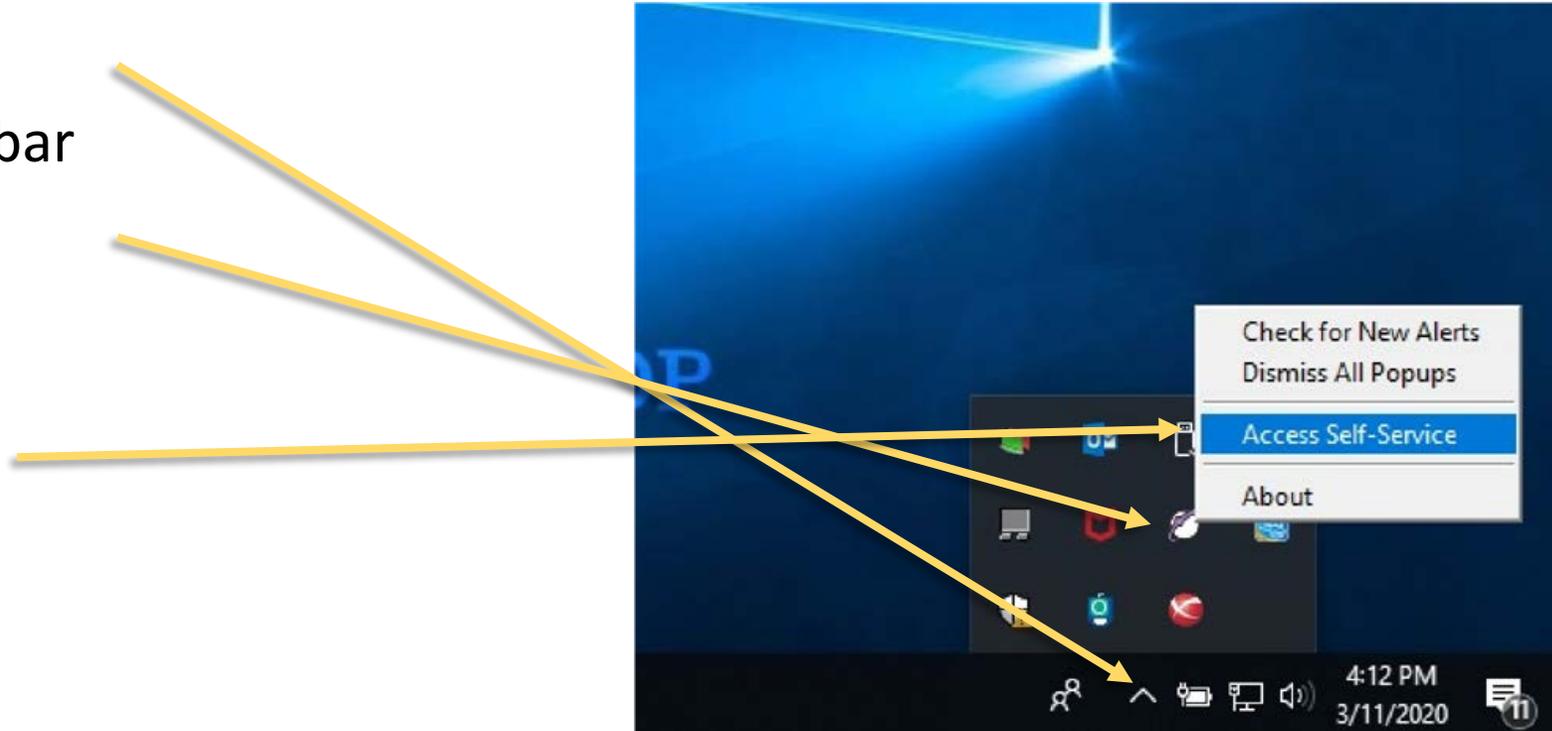# AtHoc Instructions

STEP 1: Locate & Left Click on grey/white globe in bottom tool bar

STEP 2: Select "**Access Self-Service**

STEP 3: Select "**Acknowledge**"

AtHoc Instructions

STEP 4: Select "**My Profile**"

STEP 5:

- Update "Service"
- Update "Affiliation"
- Update "Installation"
- Locate "Assigned Unit" & validate info
- If you are NOT properly assigned, continue to STEP 6
- If you are properly assigned, continue to STEP 7

STEP 6:

Select the Organizational Position

Expand All | Collapse All

▲ Assigned Unit
   ▲ 45TH_SPACE_WING
      ▶ 45TH_SPACE_WING_-_WING_STAFF
      ▶ 45TH_OPERATIONS_GROUP
      ▶ 45TH_LAUNCH_GROUP
      ▶ 45TH_MISSION_SUPPORT_GROUP
      ▶ 45TH_MEDICAL_GROUP
   ▶ PATRICK_AFB_TENANT_UNITS
   ▶ MISSION_PARTNERS
      OTHERS_-_TO_INCLUDE_TDY_MEMBERS

• Click "Select" on purple font next to "Assigned Unit" (E.G. Select "Assigned Unit" to "**45th Space Wing**" to applicable **"Group"** to applicable **"Squadron"**)

• Select purple "**Apply**"

User Information

Title/Greeting	
First Name	WILLOW
Last Name	LANE
Display Name	WILLOW LANE
Service *	Air Force
Affiliation *	Active Duty
Assigned Unit *	/45TH_SPACE_WING/45TH_SPACE_WING_-_WING_STAFF/45TH_SPACE_WING_COMMAND_POST/ Select
Installation *	Patrick AFB

/45TH_SPACE_WING/45TH_SPACE_WING_-_WING_STAFF/45TH_SPACE   Cancel   Apply

AtHoc Instructions

STEP 7:

Next to "**Notification Groups**"
Select all that apply to you if you are appointed to the role:

- 45 SW CAT
- 920 RQW CAT
- PATRICK EOC
- CAPE EOC
- PATRICK WEATHER ADV/
- UCC
- Other (etc.)

Account Information

Status * Enabled

Username * ▬▬▬▬▬

Mapping ID ▬▬▬▬▬

Created On 12/20/2018 07:55:00

Notification Groups * | 7 of 8 selected ⌄ |

Select All

45 SW CAT	✔
920 RQW CAT	✔
PATRICK EOC	✔
CAPE EOC	✔
PATRICK WEATHER ADV/...	✔

User ID

User Information

If you are **NOT** a member, **DO NOT** select, skip this step and proceed to **STEP 8**

AtHoc Instructions

STEP 8:

Under "Delivery Methods", input/update the following fields at a minimum (other fields are optional):

- **Duty Cell Text** (if applicable)
- **Text Messaging** (optional for CIV, but highly encouraged)
- **Work Email Address**
- **Work Phone Number**

- DoD Mobile Phone Number (if applicable)
- **Personal Mobile Number** (optional for CIV, but highly encouraged)

STEP 9:
Select "**SAVE**" toward top of screen if changes have been made

MUST SAVE for changes to update before exiting

Delivery Methods (ordered by efficiency)

- Pop-up

Desktop App   Active

Mobile App   Not Available

- Text Messaging

Duty Cell Text

Text Messaging

- Email

Work Email Address

Personal Email Address

- Voice

Work Phone Number

"Commercial number only"

DoD Mobile Phone Number   ext

Personal Mobile Number   ext

Home Phone Number   ext