

# HOW TO RECEIVE EMERGENCY NOTIFICATIONS

## STEP ONE

The active duty member will access AtHoc. To access, click on the white globe on the bottom right corner of the government computer and click on "Self Service Center."

## STEP TWO

Once logged on, the active duty member must ensure ALL work and personal information is filled out. Click the save button at the top once complete. Any changes will be lost if you do not click save!

## STEP THREE

Click on the "Dependents" tab at the top of the screen next to "My Profile." Click the "add" button and fill in all of the dependent's information. Click save at the top of the screen.

This screenshot shows the 'My Profile' page in the AtHoc system. The page is divided into several sections. On the left, there is a 'Temporary work location' field with a placeholder text 'Type an address, city, ZIP Code or latitude, longitude' and a 'No address found' message below it. Below this is the 'User Information' section, which includes fields for 'Title/Greeting', 'First Name', 'Last Name', 'Display Name', and a 'Service' dropdown menu set to 'Air Force'. On the right side, there are sections for 'Desktop App' (Active), 'Mobile App' (Not Available), 'Text Messaging' (with a dropdown for 'Duty Cell Text'), 'Email' (with a 'Work Email Address' field), and 'Voice' (with fields for 'Work Phone Number', 'DoD Mobile Phone Number', 'Personal Mobile Number', and 'Home Phone Number', each with a country code dropdown and an 'ext' field). A 'Save' button is visible at the top right of the page.

This screenshot shows the 'New Dependent' form in the AtHoc system. At the top, there is a 'PRIVACY ACT STATEMENT' with the following text: 'AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; DoDI 5517, AFI 10-2501. PURPOSE: Information is collected to notify personnel of emergency situations. DISCLOSURE: Voluntary; however, failure to provide this information may result in our inability to contact you in case of an emergency. INFO COLLECTED: Personal phone and email addresses. DISPOSITION: Information will be managed in accordance with AFI 33-322, Records Management Program. Carrier charges may be incurred and are the responsibility of the recipient.' Below the statement are two main sections: 'User Information (Enter EDIPI for Username)' with fields for 'First Name', 'Last Name', 'Display Name', and 'Username \*'; and 'Delivery Methods (ordered by efficiency)' with fields for 'Personal Email Address' and 'Personal Mobile Number' (with a country code dropdown and an 'ext' field). A 'Save' button is located at the top right of the form.

**FOR EMERGENCY PREPAREDNESS INFORMATION,  
CONTACT EMERGENCY MANAGEMENT**

 **701-723-4590**