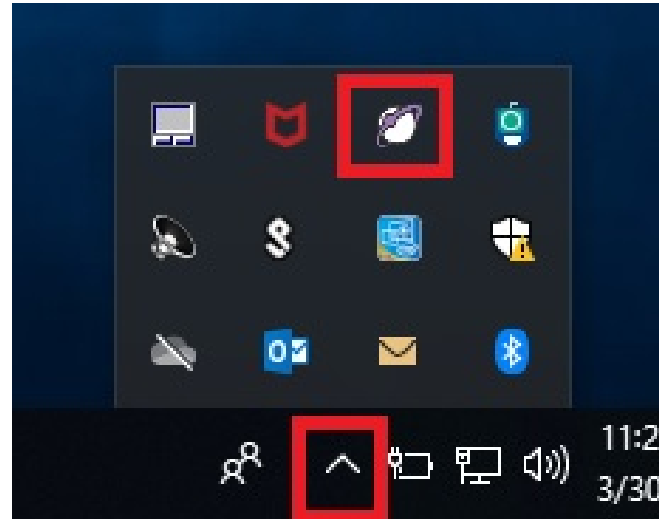


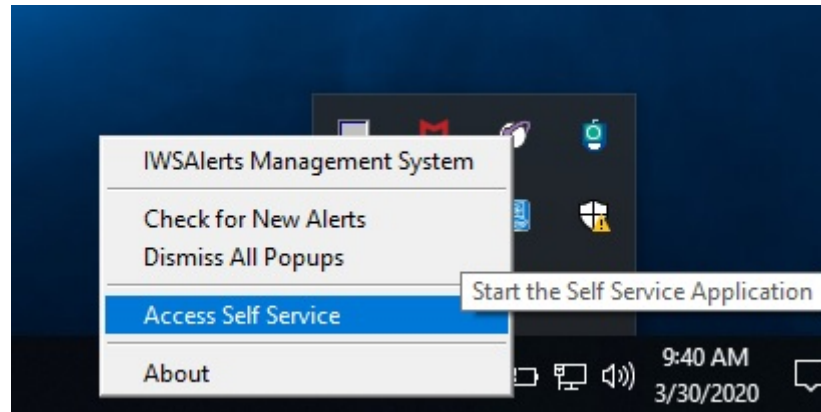
# AtHoc Profile Update



STEP 1: Select the white globe in the hidden icons window

This icon represents AtHoc


# AtHoc Profile Update



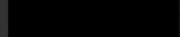
STEP 2: Select “Access Self Service”

This link will direct you to the AtHoc website

# AtHoc Profile Update

 BlackBerry AtHoc

Inbox **My Profile** <---Select

MCAS IWAKUNI ? 










Home

Inbox

Updated  
03/30/2020 09:42:27


Advanced

Showing 1 - 20 of 483 items


Severity	Title	Status	Updated	Type	Published By	
 Informational	Local Wind Warning Extension	ENDED	03/29/2020 12:43:45	Meteorological	CHINA KEPPLER	
 Informational	Local Wind Warning	ENDED	03/29/2020 07:17:33	Meteorological	CHINA KEPPLER	
 Informational	Health Protection Condition (HPCON) Charli...	ENDED	03/27/2020 18:34:47	Security	TIM.MORELLO	
 Informational	Local Wind Warning	ENDED	03/27/2020 07:59:48	Meteorological	RICHARD DARBY	
 Informational	MCAS Iwakuni Thunderstorm Watch	ENDED	03/27/2020 07:16:19	Meteorological	RICHARD DARBY	
 Informational	MCAS Iwakuni Thunderstorm Watch	ENDED	03/07/2020 19:54:29	Meteorological	1530346621	
 Informational	Test Alert Notification	ENDED	03/05/2020 10:01:04	Other	1079181087	

STEP 3: Select “My Profile”

# AtHoc Profile Update

 BlackBerry AtHoc

[Inbox](#) [My Profile](#)

MCAS FUTENMA ? 

[Home](#) / [My Profile](#)

## My Profile

Move to Organization


Edit

Basic Information


Username

1079181087


First Name



Last Name



Display Name



Mapping ID

1079181087

Created On

09/28/2013 05:33:56

City Of Residence

-

Work Location

-


Platoon Code

-

Company Code

-

MCAS FUTENMA

/ 


Mobile and Desktop

Desktop App

Active

Mobile App

Active (2)



If other than MCAS Iwakuni, select the Move to Organization button.

STEP 4: Check associated organization

If associated with MCAS Iwakuni, proceed to Step 5 on slide #8

# AtHoc Profile Update

[Home](#) / [My Profile](#) / [Move to Organization](#)

## Move to Organization ⓘ

Cancel

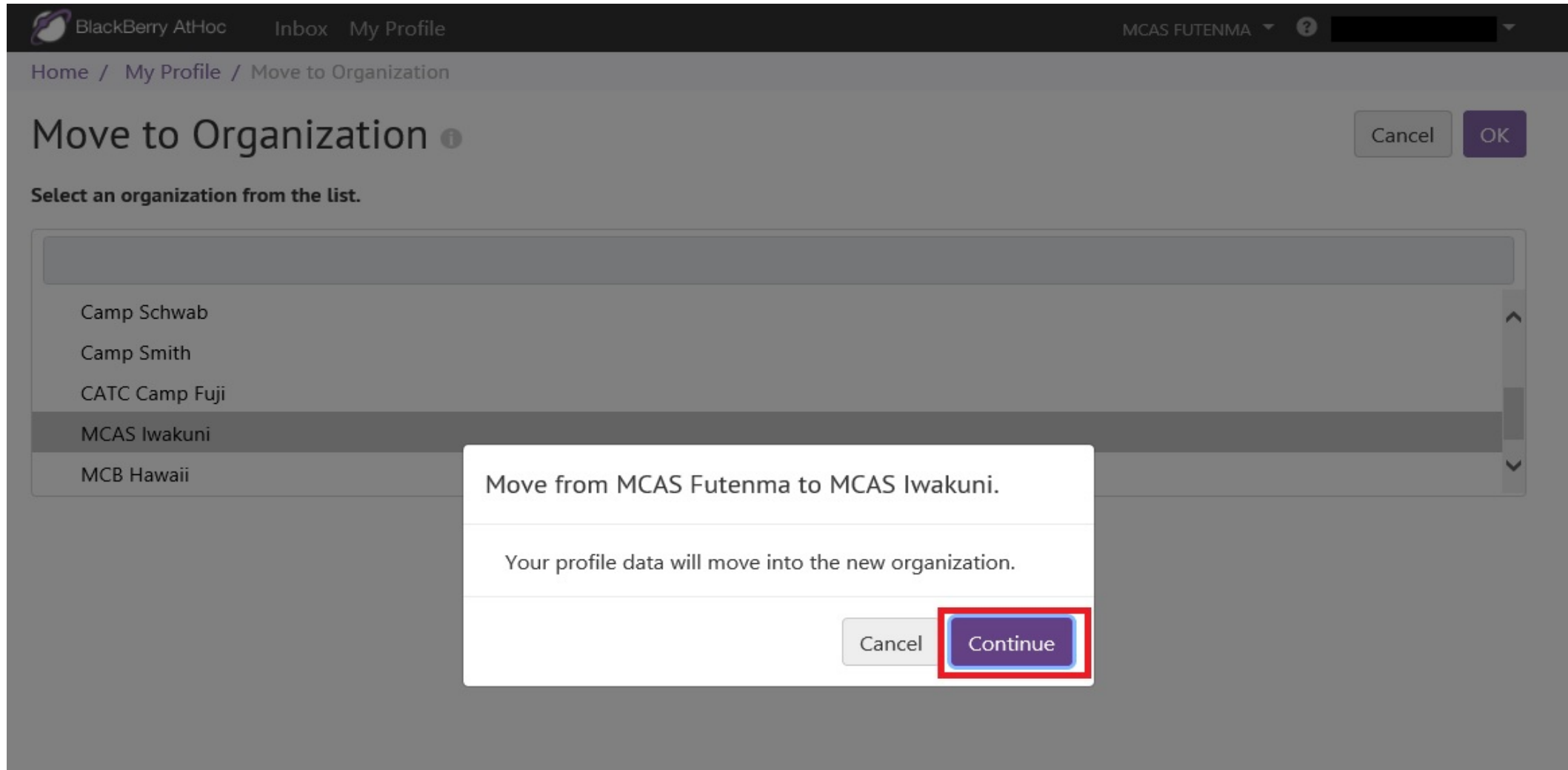
OK

Select an organization from the list.

- Camp Schwab
- Camp Smith
- CATC Camp Fuji
- MCAS Iwakuni**
- MCB Hawaii


STEP 4a: Select new organization

# AtHoc Profile Update



STEP 4b: Select continue button

# AtHoc Profile Update

 BlackBerry AtHoc

[Inbox](#) [My Profile](#)

MCAS IWAKUNI ?

[Home](#) / [My Profile](#)

## My Profile

[Move to Organization](#) [Edit](#)

**Success**  
You have successfully moved from MCAS Futenma to MCAS Iwakuni.

Basic Information


Username	1079181087
First Name	
Last Name	
Display Name	
Mapping ID	1079181087
Created On	09/28/2013 05:33:56
MCAS IWAKUNI	/Station/OPS (Airfield Operations)/
Foreign Languages	-

Mobile and Desktop

Desktop App	Active
Mobile App	Active (2)

STEP 4c: Confirm organizational change

# AtHoc Profile Update

 BlackBerry AtHoc

InboxMy Profile

MCAS IWAKUNI ?

Home / My Profile

## My Profile

Move to OrganizationEdit

Basic Information

Username	1079181087
First Name	
Last Name	
Display Name	
Mapping ID	1079181087
Created On	09/28/2013 05:33:56
MCAS IWAKUNI	/Station/OPS (Airfield Operations)/
Foreign Languages	-

Mobile and Desktop

Select

Desktop App	Active
Mobile App	Active (2)

STEP 5: Edit profile process



# AtHoc Profile Update

BlackBerry AtHoc    Inbox    My Profile    MCAS IWAKUNI    ?    [Dropdown]

Home / My Profile

## My Profile

Cancel    Save

✓ Basic Information

DO NOT EDIT

Username \*

First Name

Last Name

Display Name

Mapping ID

Created On

09/28/2013 05:33:56

MCAS IWAKUNI \*

/H&HS/OPS (Operations Department) 

Select

Foreign Languages

None

Select all the foreign languages you speak from the list provided.

Rotation Date

✓ Mobile and Desktop

Desktop App	Active
Mobile App	Active (2)

Select to update assigned unit/organization

Update if applicable

STEP 5a: Update assigned unit and foreign languages (if fluent)

DO NOT EDIT: Username (DOD ID #), F Name, L Name, Display Name, or Mapping ID

# AtHoc Profile Update

BlackBerry AtHoc

InboxMy Profile

MCAS IWAKUNI

Rotation Date	<input type="text"/>		<---Update RTD
Enter projected departure date			
EOC Staff	Yes		
IPWG Member	<input checked="" type="checkbox"/>		
Emergency Essential Personnel *	<div>Civilian Employee</div>		<---Select from the dropdown menu
Please select your designated Emergency Essential status.			
Temporary work location	<div>Type an address, city, ZIP Code or latitude, longitude</div>		
No address found			
User ID	2091826		
Numbers			
Phone - Work	<div> <input type="text"/></div>	ext <input type="text"/>	<---Update/add work phone number by selecting the Japanese flag then input phone number 255 prefix: 0827-94-xxxx 253 prefix: 0827-79-xxxx
NO DSN! Okinawa: 0118198+3 digit Base code + last 4 digits. Iwakuni:253 prefixes - 0118182779+last 4 digits / 255 prefixes - 0118182794+last 4 digits. ROK: 011825033+last 6 digits). US #s: no chg			

STEP 5b: Update information following the instructions

# AtHoc Profile Update

The screenshot shows the 'My Profile' page in the BlackBerry AtHoc application. The page has a dark header with the AtHoc logo, 'Inbox', 'My Profile', and a user name 'MCAS IWAKUNI'. The main content area is titled 'Numbers' and contains four sections: 'Phone - Work', 'Phone - Home', 'Phone - Mobile', and 'Text Messaging'. Each section has a country flag dropdown, a number input field, and an 'ext' field. Red annotations with brackets point to the flag dropdowns, providing instructions on how to select a country flag and format the phone number.

**Numbers**

**Phone - Work** 🇯🇵 ▼ 0827-79- **ext**

To convert DSN: US-commercial # (NOT DSN). ROK-" +82" then 5033 + last six digits of DSN. Japan-" +81" then numbers applicable for location (hold cursor over box for instructions at JP installations)

**Phone - Home** 🇯🇵 ▼ 080- **ext**

To convert DSN: US-commercial # (NOT DSN). ROK-" +82" then 5033 + last six digits of DSN. Japan-" +81" then numbers applicable for location (hold cursor over box for instructions at JP installations)

**Phone - Mobile** 🇯🇵 ▼ 080- **ext**

Enter the number according to local US, Japan or ROK location for your mobile phone. (JAPAN: "+81" / ROK: "+82" - BOTH: then drop the first zero and enter remaining mobile # digits)

**Text Messaging** 🇯🇵 ▼ 080-

Enter the number according to local US, Japan or ROK location for your mobile phone. (JAPAN: "+81" / ROK: "+82" - BOTH:

Select the Japanese flag  
253 Prefix 0827-79-xxxx  
255 Prefix 0827-94-xxxx

Select the appropriate country flag  
USA: Enter your 10 digit number (xxx-xxx-xxxx)  
JPN: Enter your 11 digit number (xxx-xxxx-xxxx)

STEP 5c: Continue updating information following the instructions

# AtHoc Profile Update

BlackBerry AtHoc    Inbox    My Profile    MCAS IWAKUNI    ?    [dropdown]

**Online addresses**

**Email - Work**

**Email - Personal**

**Email - Personal #2**

**Physical addresses**

**Home Address**   
No address found

**Work Address**   
No address found

**Housing Location \***    
Select your neighborhood from the dropdown menu.


▼ Advanced Information

Add email addresses


Select neighborhood from dropdown

STEP 5d: Continue updating information following the instructions

# AtHoc Profile Update

 BlackBerry AtHoc

[Inbox](#) [My Profile](#)

MCAS IWAKUNI ? 

[Home](#) / [My Profile](#)

## My Profile


[Cancel](#) [Save](#)

Basic Information


Username \*

1079181087


First Name



Last Name



Display Name



Mapping ID

1079181087

Created On

09/28/2013 05:33:56

MCAS IWAKUNI \*

/Station/OPS (Airfield Operations)/ [Select](#)

Mobile and Desktop

Desktop App

Active

Mobile App

Active (2)

Select save after all information is updated

STEP 5e: SAVE SAVE SAVE before exiting