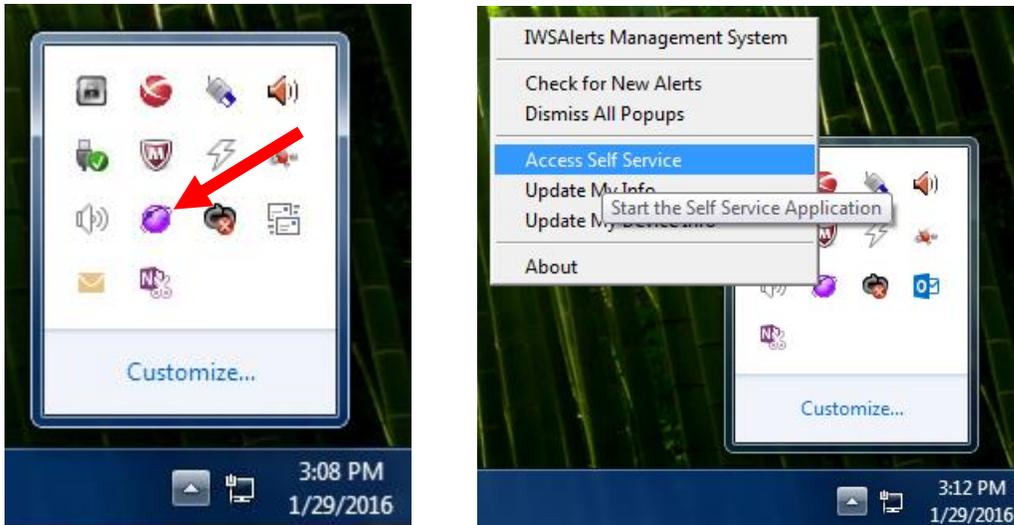


AtHoc Emergency Alerts Self Registration for CAC Users

The User will need to follow these steps to use the Access Self Service to load personal information in order to receive emergency notifications.

Step 1: Right-click the purple globe located on your toolbar on the lower right of your desktop and “Access Self Service”.



Step 2: On the Self Service page, click on the “My Profile” link.

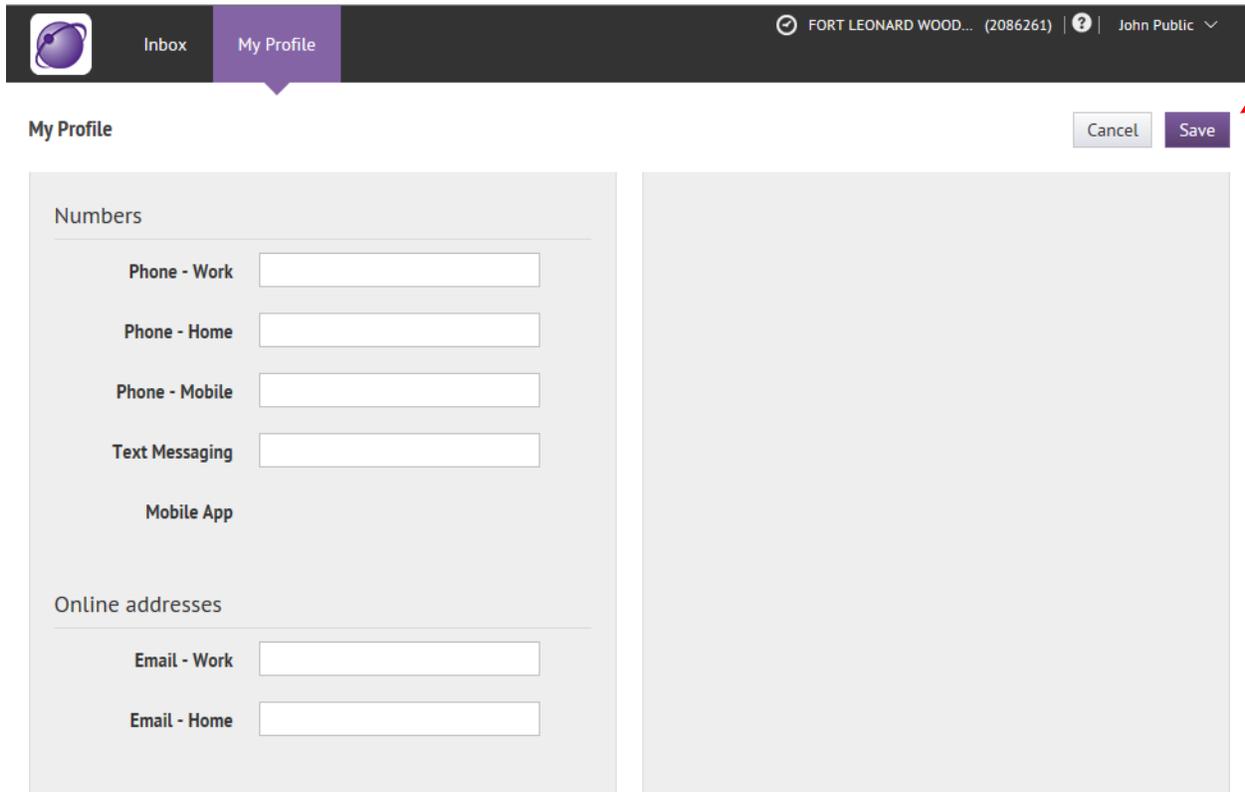


Step 3: On the My Profile page, click on the Edit tab which is located on the top right side of the page.



Step 4: In the Edit page, validate your “Basic Info” and scroll to “Numbers” and input telephone numbers where emergency alerts will be sent either to phone and/or text messaging.

Additionally you can register to receive emergency alerts via email using “Online Addresses”.



The screenshot shows the 'My Profile' page with a dark header bar. The header contains a logo, 'Inbox', 'My Profile', and user information: 'FORT LEONARD WOOD... (2086261) | John Public'. Below the header, the 'My Profile' title is on the left, and 'Cancel' and 'Save' buttons are on the right. A red arrow points to the 'Save' button. The main content area is divided into two columns. The left column has two sections: 'Numbers' and 'Online addresses'. The 'Numbers' section includes input fields for 'Phone - Work', 'Phone - Home', 'Phone - Mobile', and 'Text Messaging', followed by a 'Mobile App' section. The 'Online addresses' section includes input fields for 'Email - Work' and 'Email - Home'. The right column is currently empty.

Step 5: Verify information and click “Save”.

You are now able to receive emergency notifications.

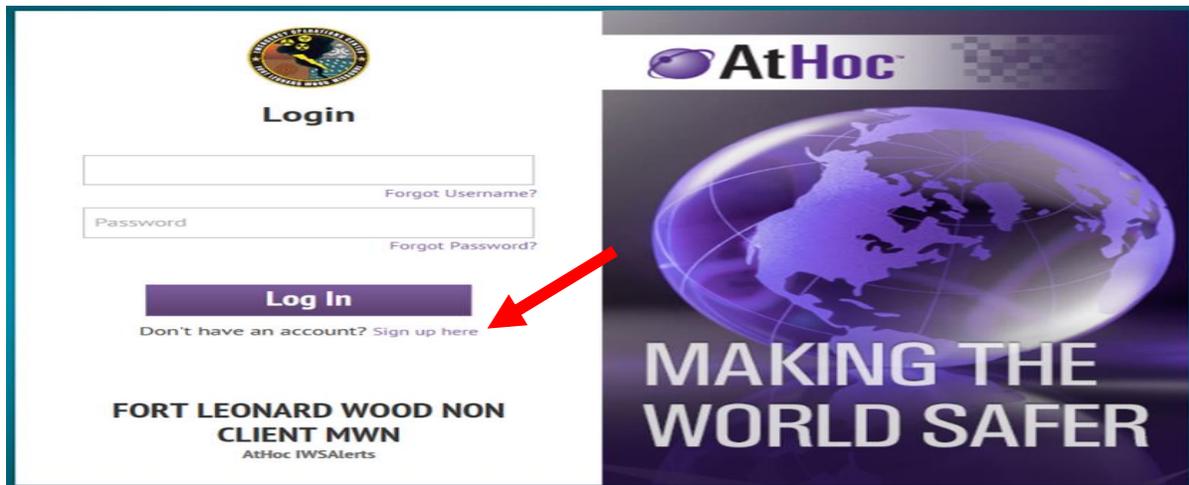
If you have problems contact Troy Carney at 573.563.7909, or the Emergency Operations Center at 573.563.4045 for assistance.

AtHoc Emergency Alerts Self Registration for Non-CAC Users

The User will need to access the following URL to load personal information in order to receive emergency notifications.

<https://warnings.army.mil/SelfService/2086261>

Step 1: On the Log In page, click on the “Sign up here”.



Login

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Log In

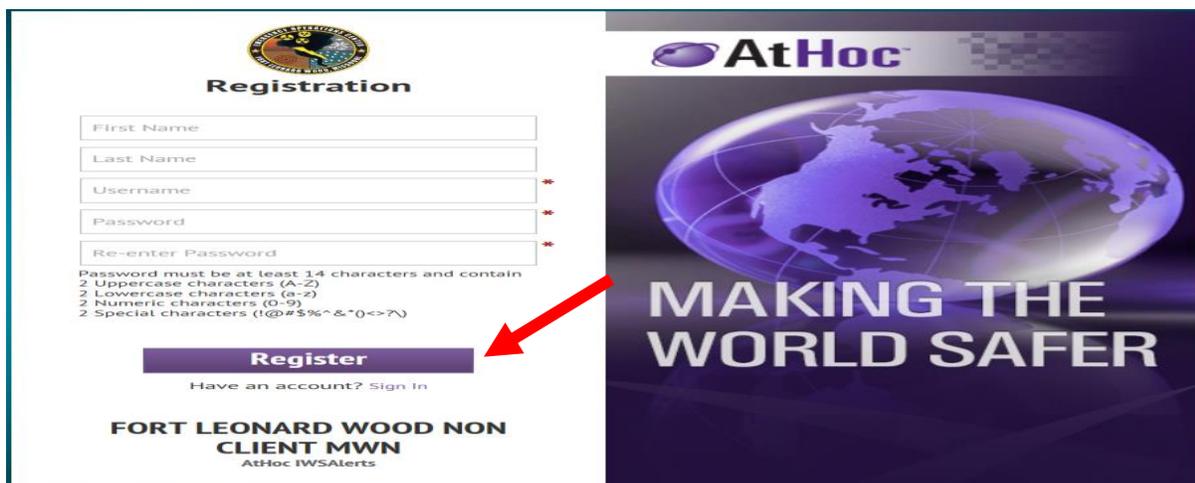
[Don't have an account? Sign up here](#)

FORT LEONARD WOOD NON CLIENT MWN
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Step 2: On the Registration page, input all your information (Fields marked with an asterisk (*) are mandatory).



Registration

First Name

Last Name

Username *

Password *

Re-enter Password *

Password must be at least 14 characters and contain
2 Uppercase characters (A-Z)
2 Lowercase characters (a-z)
2 Numeric characters (0-9)
2 Special characters (!@#\$%^&*()->?)

Register

[Have an account? Sign In](#)

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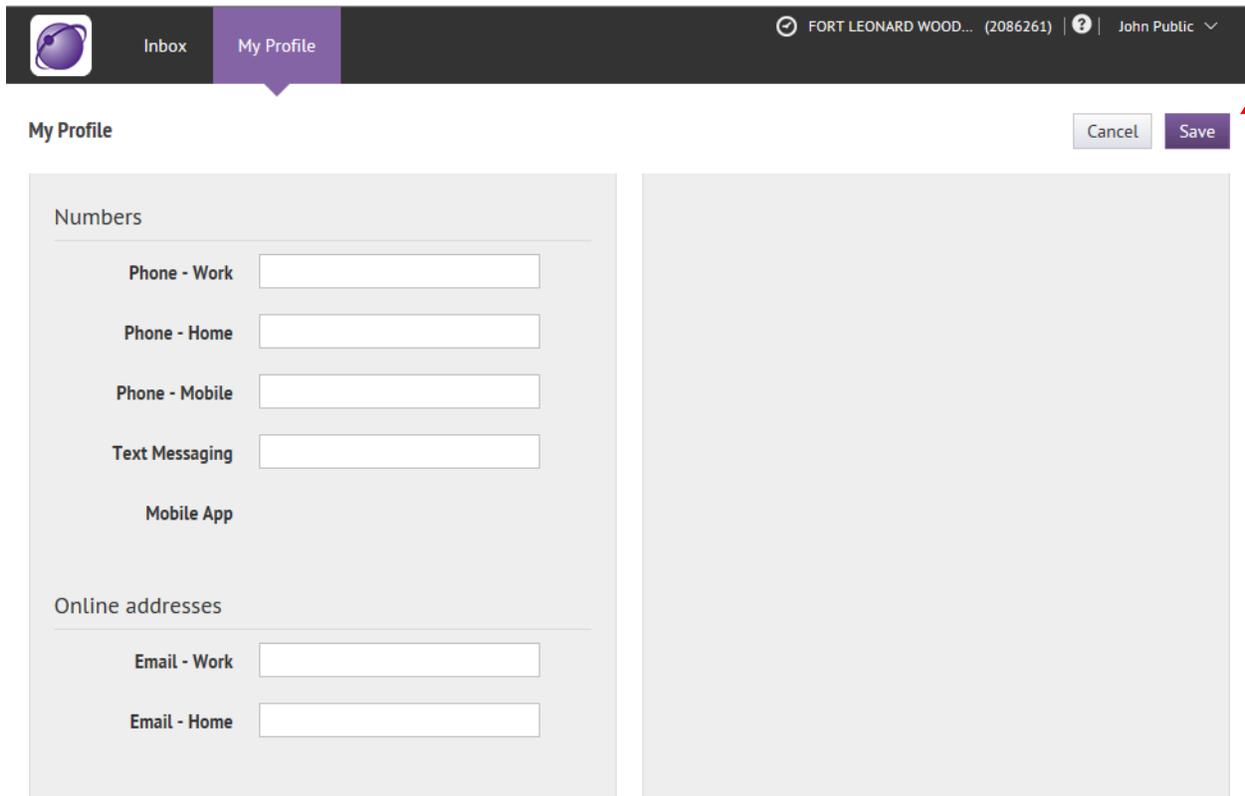
AtHoc

MAKING THE WORLD SAFER

Step 3: Verify information and click “Register”.

Step 4: On “My Profile” scroll to “Numbers” and input telephone numbers where emergency alerts will be sent either to phone and/or text messaging.

Additionally you can register to receive emergency alerts via email using “Online Addresses”.



The screenshot shows a mobile application interface for "My Profile". At the top, there is a dark navigation bar with a logo on the left, "Inbox" and "My Profile" tabs, and user information "FORT LEONARD WOOD... (2086261) | John Public" on the right. Below the navigation bar, the "My Profile" page is displayed. On the right side of the page, there are "Cancel" and "Save" buttons, with a red arrow pointing to the "Save" button. The main content area is divided into two sections: "Numbers" and "Online addresses". The "Numbers" section contains four input fields: "Phone - Work", "Phone - Home", "Phone - Mobile", and "Text Messaging". Below these is a "Mobile App" section. The "Online addresses" section contains two input fields: "Email - Work" and "Email - Home".

Step 5: Verify information and click “Save”.

You are now able to receive emergency notifications.

If you have problems contact Mr Troy Carney at 563-7909, or the Emergency Operations Center at 563-4045 for assistance.