



NAVAL DISTRICT WASHINGTON

Wide Area Alert Network Registration Instructions

4 February 2014



NDW Region Registration Requirements

- The NDW WAAN registration requirement applies to:
 - Active and Reserve Component Navy personnel;
 - Navy civil service and non-appropriated fund employees; and
 - Contract personnel
- Currently, only NMCI account users must register
- Registration of emergency essential personnel without an NMCI account is at the installation commanding officers' & tenant activities' discretion



NDW Region Registration Requirements

- **All NDW WAAN registrants** must designate:
 - Primary work email address;
 - Office phone number (if assigned); and
 - Cellular/blackberry phone number of government device(s)
- **Emergency essential personnel** must also register:
 - Cellular and/or home phone number(s);
 - Personal email address(es); and
 - Text numbers (if available)
- **Non-emergency essential registrants** are strongly encouraged, but not required, to provide:
 - Cellular and/or home phone number(s);
 - Personal email address(es); and
 - Text numbers (if available)



Registration Instructions

Registration through the AtHoc Self-service Client application available on NMCI assets is easily done following these simple steps:

1. Ensure that the AtHoc Client is loaded to your NMCI computer/laptop (the AtHoc icon () should be displayed in the bottom right-hand corner of the computer screen)
2. Ensure that the NMCI asset is associated with a NDW installation (to determine the current installation, scroll slowly over the AtHoc icon)
3. Right-click on the AtHoc icon, and then select the “**Access Self Service**” from the pop-up menu
4. Select the “**My Info**” tab, update, **and save**:
 - Last name
 - Building number
 - First name
 - Command name
5. Select the “**Devices**” tab, enter contact information, **and save**:
 - Mandatory devices (required)
 - Optional devices (recommended)

Naval District Washington... Setting the standard in Navy installation readiness and base operating support

AtHoc Self-service Client Access Instructions for WindowsXP Users



Right-click on the AtHoc purple globe icon in your system tray



- My Documents
- My Computer (WLWNYD0...)
- My Network Places
- Recycle Bin
- Internet Explorer
- Lotus Sameti...
- 1
- Archive.pst

Click on "Access Self Service"

- Refresh Client Application
- Dismiss All Popups
- ✓ Enable Popup Auto Focus
- Connection Options ...
- Access Self Service**
- About

AtHoc Self-service Client Access Instructions for Windows7 Users

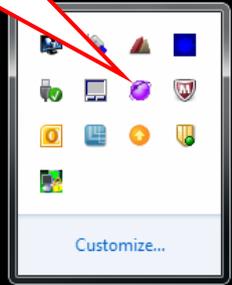


Left-click on the small white triangle to **show hidden icons**





•Click on the AtHoc purple globe icon in the pop-up box





Click on **“Access Self Service”**

- Refresh Client Application
- Dismiss All Popups
- Enable Popup Auto Focus
- Connection Options ...
- Access Self Service**
- Update My Info
- Update My Device Info
- About

Customize...





Example View

Washington Navy Yard

[Inbox](#) | **My Info** | [Devices](#)

 **User Information**
Fields marked with * are mandatory.

[Save !](#) [Reset](#)

Basic Attributes

Username *: ima.sailor

First Name:

Last Name:

Display Name:

Created On: 7/20/2010 12:11:29 PM

Status *: Enabled

Organizational Hierarchy *: /

COOP Activation/Relocation:

Buildings:
(Press "Ctrl" for multi-selection.)

Command Name:
(Press "Ctrl" for multi-selection.)

[Save !](#) [Reset](#)

Click on "My Info" to update your name, location, and organization

Update your First, Last, and Display Name

Enter your building number and the name of your organization

Click on "Save" when done



Example View

Washington Navy Yard

[Inbox](#) [My Info](#) **Devices**

 **Self Service Devices**
Fields marked with * are mandatory.

[Reset](#)

Mandatory Devices

Email - Work - Primary:

Phone - Work:

Optional Devices
** Note: Mobile Phone/SMS required for government provided phones

Email - Work - Secondary:

Phone - Mobile:

Text Messaging:

TTY/TDD Phone:

Email - Home:

Phone - Home:

Pager (Numeric):

Pager (One Way):

Pager (Two Way):

[Reset](#)

Click on "Devices" to update your contact information

Work phone and email are required

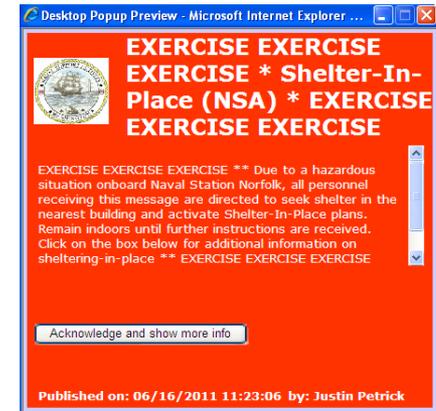
Registering personal contact information is strongly encouraged to ensure you receive important notifications, particularly after working hours

Click on "Save" when done



User Experience

- Computer/laptop pop-up alerts:
 - NMCI computers/laptops only
 - User can acknowledge receipt (click on pop-up button)
- Other alerts:
 - Telephonic
 - User can acknowledge receipt (if call is answered)
 - User can receive, but not acknowledge voicemail message
 - Email, Text, & Pager
 - User cannot directly acknowledge receipt
- Sender dictates alert delivery means
- Alerting cycle stops once alert is acknowledged
- Registered users can change contact information anytime
- Personally identifiable information (PII) is safeguarded
- NDW WAAN is not used to publish routine administrative information





Information & Assistance

- NDW WAAN webpage:
<http://www.cnic.navy.mil/ndw/about/waan/index.htm>
- Contact your supervisor regarding WAAN registration policy and applicability
- Contact the NMCI Service Desk (866) 843-6624
 - Network connectivity
- Contact the CNIC IT Support Center (888) 264-4255
 - AtHoc connectivity, i.e., no icon (🟡) displayed on computer screen
 - AtHoc icon displays, but “greyed out” (🔴)
 - AtHoc Self-service Client functionality
 - Data entry questions
 - AtHoc profile data loss