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TOPICS

- [The “Purple Globe” on your One-Net Desktop](#)
- [End User Responsibilities](#)



THE “PURPLE GLOBE” ON YOUR ONE-NET DESKTOP

IF YOU DO NOT SEE THIS ICON IN THE LOWER RIGHT HAND CORNER OF YOUR ONE-NET COMPUTER, CALL THE ONE-NET HELP DESK (243-3883) TO GET IT. WE ARE ALL SUPPOSED TO HAVE IT. IT IS ATHOC.





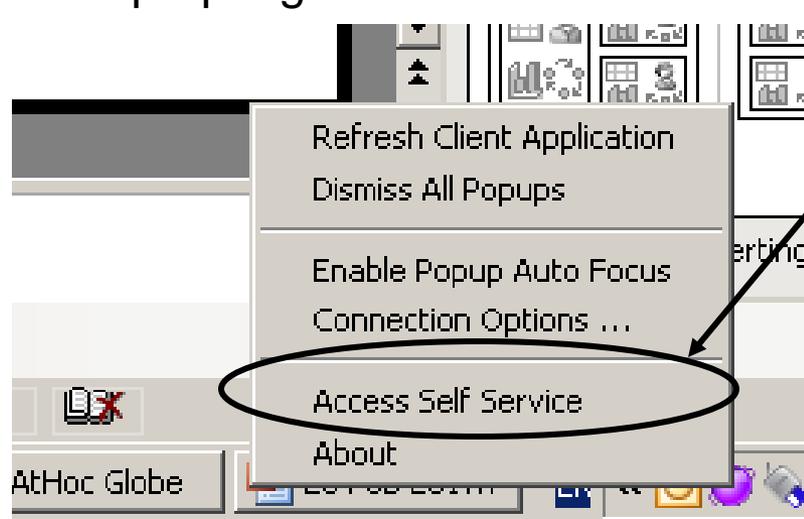
END USERS RESPONSIBILITIES

- Open AtHoc
- Check Notifications
- Update Your Personal Info & Devices
(your actions will automatically update unit recall rosters)



HOW TO OPEN THE ATHOC SELF-HELP SITE

- Go to the AtHoc Self Service Site (requires your CaC):
 - Right click the purple globe. Then click “Access Self Service”



or

- <https://suss.spawar.navy.mil/azhw5h>

or

- <https://waanfecdap01.fe.navy.mil/corp/atlaunch.asp?opt=uid&nextUrl=https://waanfecdap01.fe.navy.mil/SelfService/Entry.aspx?uid=%5bUID%5d>



END USERS: CHECK YOUR INBOX

- Your “InBox” shows the notifications that have been sent to you and should be checked if you missed the original notifications.

Hello, Charles.Bush | [Sign out](#) | [Help](#)



CFA Okinawa

Inbox | My Info | Devices

 **Inbox**
Below are your received alerts. Alerts that have not been read are listed in bold. Click on an alert to view details and respond where relevant.

Show alerts for:

Title	Status	Sent On	Channel	Response
AtHoc UPDATES	Live	11/30/2011 11:46:17	Command Wide Infor...	I have updated my A...
AtHoc/CDNS Contact Information	User Archive	11/28/2011 16:02:40	Command Wide Infor...	I have updated my i...

Updated on: 11/30/2011 13:03:53



END USERS: UPDATE YOUR INFO (My Info Tab)

- Username: can't change it
- First Name: Self Explanatory
- Last Name: Self Explanatory
- Display Name: *First.Last*
- Command: Highlight your command from the drop-down menu

CFA Okinawa

Inbox **My Info** Devices

User Information
If you have any questions or concerns about this site or the CNFJ automated recall system, please email them to cnfj.waan@fe.navy.mil
Fields marked with * are mandatory.

Save Reset

Basic Attributes

For the purpose of targeting specific buildings and organizations for notification, all ONE-Net buildings and some of the major tenant commands for CFAO are listed below. Please select all of the information that applies to you

* **Username:** Charles.Bush

First Name:

Last Name:

Display Name:

Command: (Press "Ctrl" for multi-selection.)
COMEXSTRKGRU SEVEN (65308)
COMFLTACT OKINAWA (61056)
COMFLTACT OKINAWA SECURITY DET (46186)
COMNAVFORJAPAN TARGETS OKINAWA (33412)

Buildings: -

Save Reset



END USERS: UPDATE YOUR INFO (My Info Tab)

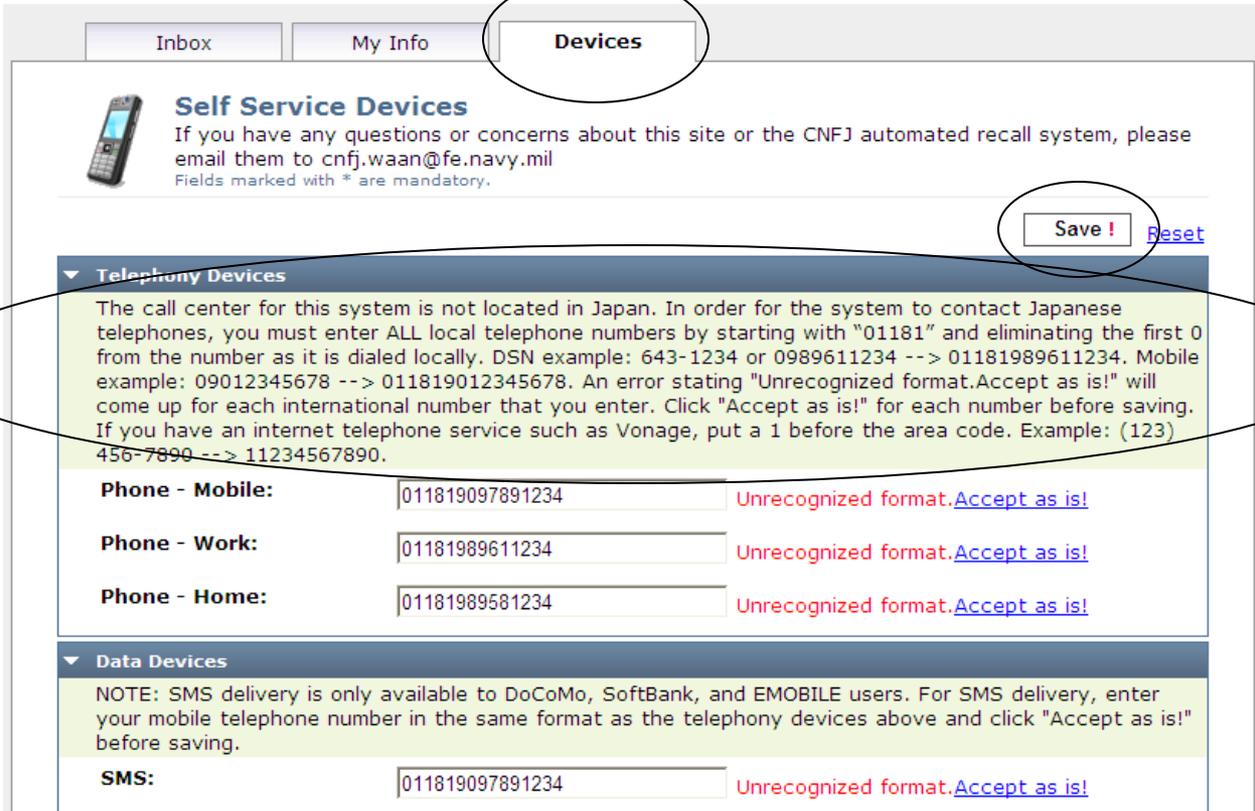
- Home Address: Self Explanatory
- Emergency POC: Self Explanatory
- Notes: See Explanatory
- Barracks #: If living in a barracks
- NEO Packet Status: Self Explanatory
- Category:
 - Category 1: They know who they are
 - Category 5: Security, ASF, Fire and EOC IMT Members
 - Category 2 – 4: All others
- EOC Roles: Applies to EOC IMT Members
- Save: Click “Save”

Work Area:	-
* Home Address:	<input type="text"/> (Include actual street address and city, town, or installation name where applicable)
* Emergency Point of Contact:	<input type="text"/> (List name and phone number of at least one Emergency Point of Contact)
Notes:	<input type="text"/> (Enter any other information that leaders can use to assist you in the event of an emergency that requires mustering, support, evacuations, or recalls)
Barracks #:	<input type="text"/> (List your barracks building #)
NEO Packet Status:	<input checked="" type="checkbox"/> Completed and On Hand <input type="checkbox"/> Incomplete <input type="checkbox"/> NA. I have no sponsored family on Okinawa. (Sponsored military, civilian, contractor employees are required to complete a NEO Packet.)
* Category: (Press "Ctrl" for multi-selection.)	<input type="text" value="Category 1"/> Category 2 through 4 Category 5A First Responder Category 5B EOC Staff (Category 1 are Emergency Essential Personnel assigned to an approved Mission Essential Function. Category 5 Personnel are first responders and primary EOC staff. All others are Category 2 through 4.)
EOC Roles:	<input type="text" value="EMO"/>



END USERS: DEVICES

- Enter Phone Numbers and email addresses per instructions. Click “Accept as is” when it pops up, then click “save”



The screenshot shows a web interface for managing devices. At the top, there are three tabs: 'Inbox', 'My Info', and 'Devices'. The 'Devices' tab is selected and circled in black. Below the tabs is a section titled 'Self Service Devices' with a mobile phone icon. It contains instructions and a 'Save !' button (circled in black) and a 'Reset' link. A large green box contains detailed instructions for entering phone numbers, including a note about international numbers and a '11234567890' example. Below this are three rows for 'Phone - Mobile:', 'Phone - Work:', and 'Phone - Home:'. Each row has a text input field containing a number and a red error message 'Unrecognized format. Accept as is!' with a blue link. At the bottom, there is a 'Data Devices' section with a note about SMS delivery and an 'SMS:' input field with the same number and error message.

Devices

Self Service Devices
If you have any questions or concerns about this site or the CNFJ automated recall system, please email them to cnfj.waan@fe.navy.mil
Fields marked with * are mandatory.

Save ! [Reset](#)

▼ Telephony Devices

The call center for this system is not located in Japan. In order for the system to contact Japanese telephones, you must enter ALL local telephone numbers by starting with "01181" and eliminating the first 0 from the number as it is dialed locally. DSN example: 643-1234 or 0989611234 --> 01181989611234. Mobile example: 09012345678 --> 011819012345678. An error stating "Unrecognized format.Accept as is!" will come up for each international number that you enter. Click "Accept as is!" for each number before saving. If you have an internet telephone service such as Vonage, put a 1 before the area code. Example: (123) 456-7890 --> 11234567890.

Phone - Mobile:	<input type="text" value="011819097891234"/>	Unrecognized format. Accept as is!
Phone - Work:	<input type="text" value="01181989611234"/>	Unrecognized format. Accept as is!
Phone - Home:	<input type="text" value="01181989581234"/>	Unrecognized format. Accept as is!

▼ Data Devices

NOTE: SMS delivery is only available to DoCoMo, SoftBank, and EMOBILE users. For SMS delivery, enter your mobile telephone number in the same format as the telephony devices above and click "Accept as is!" before saving.

SMS:	<input type="text" value="011819097891234"/>	Unrecognized format. Accept as is!
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