

# AtHoc Self-Service: Updating your information

Step 1- Click on the AtHoc Icon at the bottom of your screen.

Step 2- Select Update My Info

Step 3-

- Select your status i.e. Civilian, Military etc.
- Select your building
- Identify if you are CPR certified
- Identify if you are a member of the Threat Working Group
- Identify if you are a Building Marshal Warden. (Not Floor Marshal Warden)
- Identify if you are a Senior Leader.
- Identify if you require transportation in the event of an evacuation. And if you require wheel chair access.

Step 4- Save

Step 5- Click on Update My Device Info

Step 6- Insert:

- personal email if no gov. BB
  - work email if gov. BB
  - cell phone number as email
- or to receive texts  
see attached

Step 7- Save

The screenshot displays the AtHoc Self-Service interface. On the left, a user profile form is visible with the following fields and values:

- Username \*:** NANW\JEREMIAH.COWGILL
- First Name:** Jeremiah
- Last Name:** CowGill
- Display Name:** CowGill, Jeremiah Mr CIV USA IMC
- Created On:** 4/5/2010 6:14:49 AM
- Status \*:** Enabled
- Rock Island Arsenal \*:** /IMCOM/Garrison/
- RIA Status:**  CIV,  CONT,  MIL,  None (Choose your status)
- Bldg Number \*:** 90 (Pick the building number you work in.)
- CPR Certified:**  Yes,  None
- Threat Working Group Member \*:**  No,  Yes (Only select YES if you are a member of the Threat Working Group)
- Building Marshal Warden \*:**  No,  Yes (Only select YES if you are a Building Marshal Warden)
- Senior Leader \*:**  No,  Yes (Only select YES if you are a Senior Leader or Commander)
- Transportation Needs:**  Yes (Standard),  Yes (Wheel Chair Accessible),  None (Only select if you will require transportation during an evacuation)

On the right, the 'Self Service Devices' section is visible, showing a 'Data Devices' table with an 'Email Work:' field. A 'Save' button is present at the bottom right of this section.

Numbered arrows indicate the following steps:

- Arrow 1 points to the AtHoc icon in the Windows taskbar.
- Arrow 2 points to the 'Update My Info' option in the application menu.
- Arrow 3 points to the 'Save' button at the bottom of the user information form.
- Arrow 4 points to the 'Save' button at the bottom of the 'Self Service Devices' form.
- Arrow 5 points to the 'Update My Device Info' option in the application menu.
- Arrow 6 points to the 'Email Work:' field in the 'Data Devices' table.
- Arrow 7 points to the 'Save' button at the bottom right of the 'Self Service Devices' form.