



Updating AtHoc

How to Update Personal Information thru the AtHoc Notification System Self-Service option (the white and purple globe).

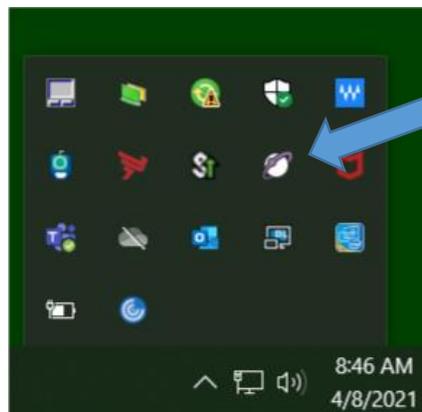


Use this guide to update personal information thru the AtHoc Notification System Self-Service option (the white and purple globe). The AtHoc System is a computer-based notification system to update you with emergency and weather announcements.

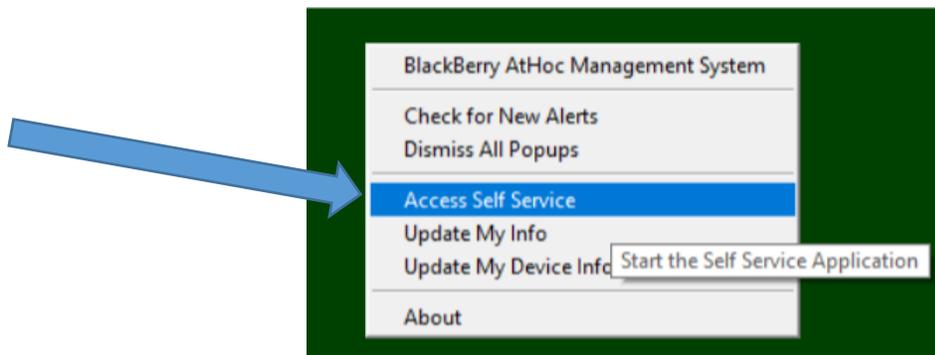
1. Click on **Up Arrow** on bottom right side of your screen



2. Click on the **AtHoc Icon** (purple globe) **Note:** If you do not have the AtHoc icon, call the DLA Enterprise Help Desk requesting that they load the AtHoc client software on your computer. They will require your computer name. Once loaded, return and enter your data



3. Click on **Access Self Service**

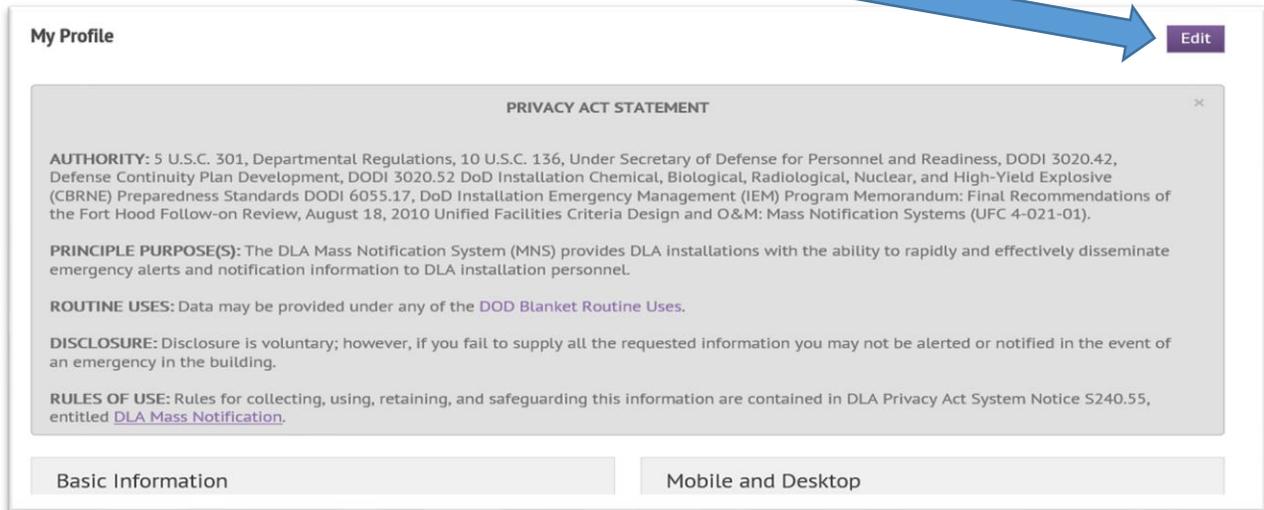


4. Click **OK**

5. Click on **My Profile**



6. Click **Edit**



My Profile Edit

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations, 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness, DODI 3020.42, Defense Continuity Plan Development, DODI 3020.52 DoD Installation Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Preparedness Standards DODI 6055.17, DoD Installation Emergency Management (IEM) Program Memorandum: Final Recommendations of the Fort Hood Follow-on Review, August 18, 2010 Unified Facilities Criteria Design and O&M: Mass Notification Systems (UFC 4-021-01).

PRINCIPLE PURPOSE(S): The DLA Mass Notification System (MNS) provides DLA installations with the ability to rapidly and effectively disseminate emergency alerts and notification information to DLA installation personnel.

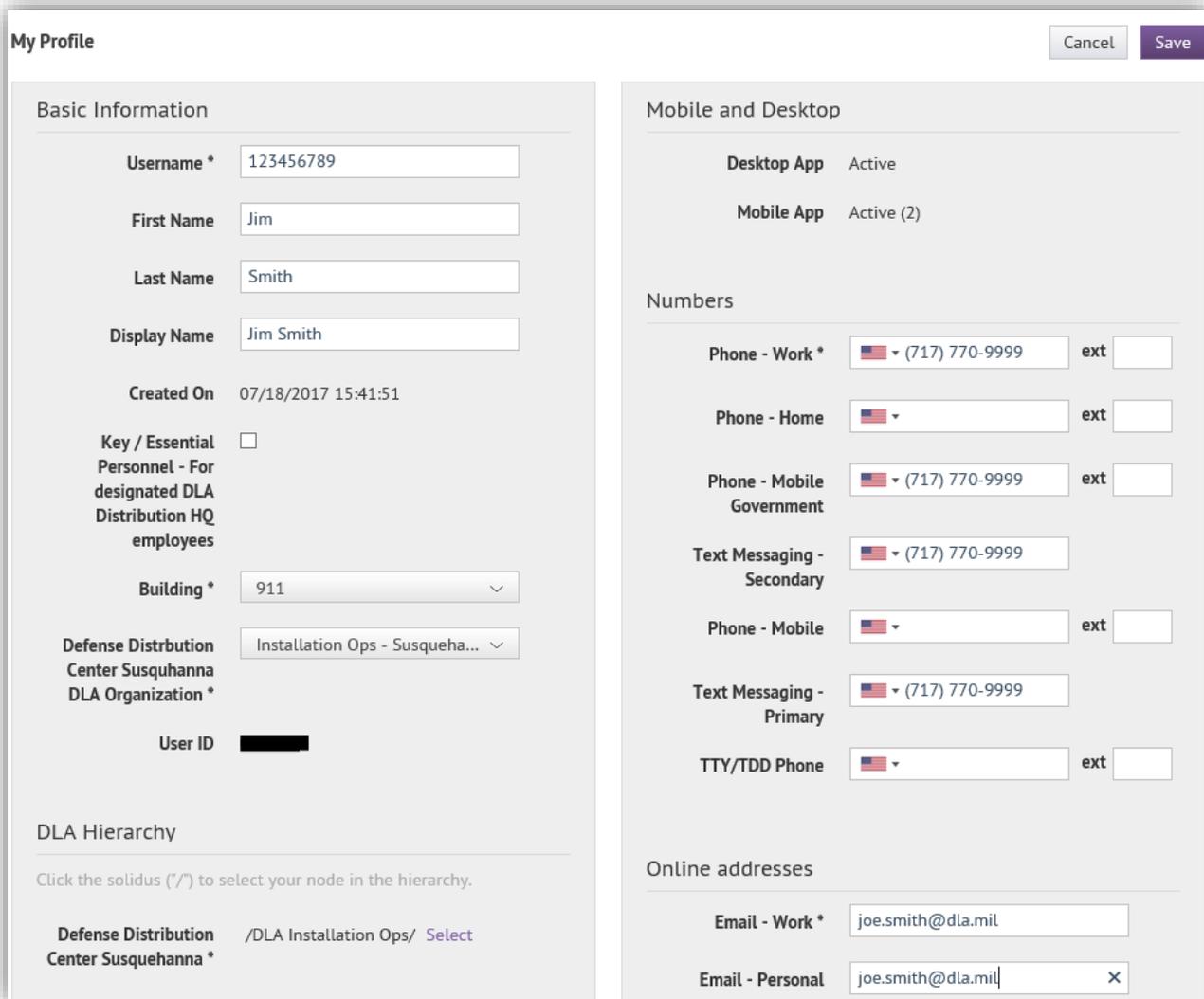
ROUTINE USES: Data may be provided under any of the [DOD Blanket Routine Uses](#).

DISCLOSURE: Disclosure is voluntary; however, if you fail to supply all the requested information you may not be alerted or notified in the event of an emergency in the building.

RULES OF USE: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S240.55, entitled [DLA Mass Notification](#).

Basic Information Mobile and Desktop

7. Ensure your name is correct, select building number, organization, and hierarchy. Add **MANDATORY** government phone number, government email and recommended personal phone number and or email to receive emergency notifications such as weather delays, closings, and other emergencies. **Note:** Signing up to receive text notifications is highly recommended.



My Profile Cancel Save

Basic Information

Username * 123456789

First Name Jim

Last Name Smith

Display Name Jim Smith

Created On 07/18/2017 15:41:51

Key / Essential Personnel - For designated DLA Distribution HQ employees

Building * 911

Defense Distribution Center Susquehanna DLA Organization * Installation Ops - Susqueha...

User ID [REDACTED]

DLA Hierarchy

Click the solidus ("/") to select your node in the hierarchy.

Defense Distribution Center Susquehanna * /DLA Installation Ops/ [Select](#)

Mobile and Desktop

Desktop App Active

Mobile App Active (2)

Numbers

Phone - Work * (717) 770-9999 ext

Phone - Home ext

Phone - Mobile Government (717) 770-9999 ext

Text Messaging - Secondary (717) 770-9999

Phone - Mobile ext

Text Messaging - Primary (717) 770-9999

TTY/TDD Phone ext

Online addresses

Email - Work * joe.smith@dla.mil

Email - Personal joe.smith@dla.mil

8. Click **Save** in the upper right-hand corner, then click on your name to sign out.