BlackBerry AtHoc

MAKING THE WORLD SAFER

EMERGENCY ALERT NOTIFICATION SYSTEM (EANS)
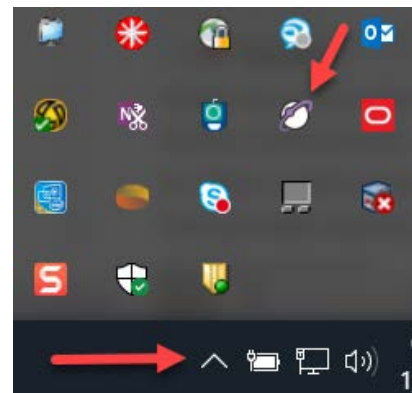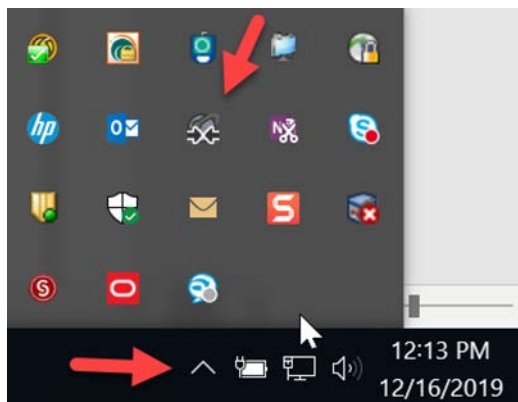
Revision 1.1 (01/2020)

HCO, SCR-CO Organization

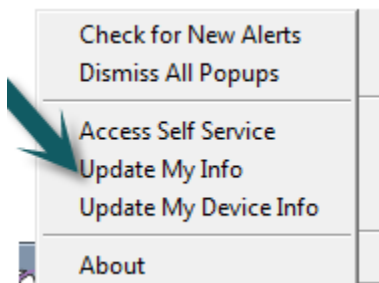# User Portal (Self-Registration of User Devices)

Update your AtHoc user profile

To elect to receive emergency alerts on your personal phone and/or email you will need to update your user profile following the directions below:
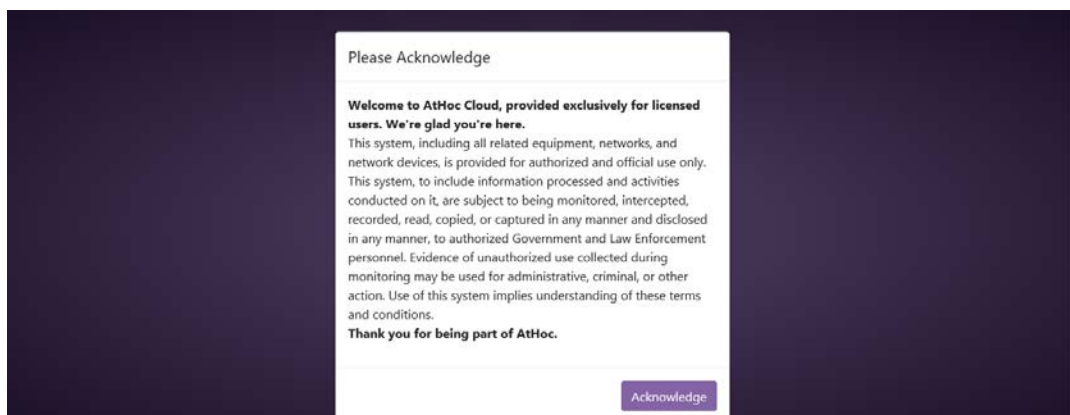
Go to desktop tray and right click **AtHoc client** to open the menu. The AtHoc client icon may appear in one of two styles.

Click on the **Update My Info** – this will open Blackberry AtHoc in Internet Explorer.

Select **Acknowledge** and the profile page will open.

Add your information in the following fields:

- **Personal Text**: add personal cell phone number here to receive text alerts
- **Email Personal**: add personal email account to receive email alerts
- **Phone 1:** add personal phone number here to receive phone alerts
- **Phone 2:** add an additional phone number here to receive phone alerts

Click the save button in the upper right-hand corner after making updates to user profile and close Internet Explorer.

Note: At the current time, Alerts are not sent to Temporary Work Location.