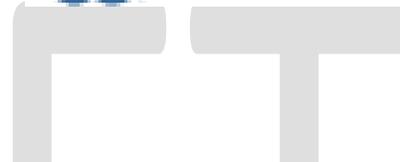




BlackBerry AtHoc



**MAKING THE
WORLD SAFER**



**EMERGENCY
ALERT
NOTIFICATION
SYSTEM
(EANS)**

Revision 1.1 (01/2020)

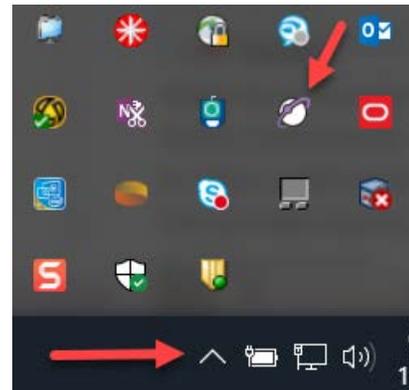
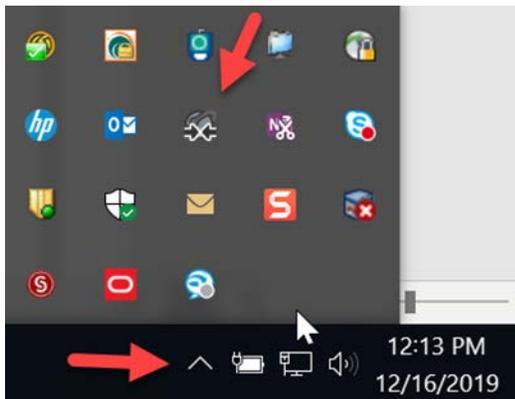
HCO, SCR-CO Organization

User Portal (Self-Registration of User Devices)

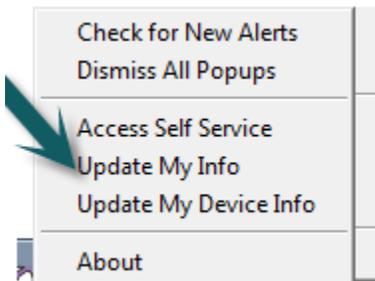
Update your AtHoc user profile

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:

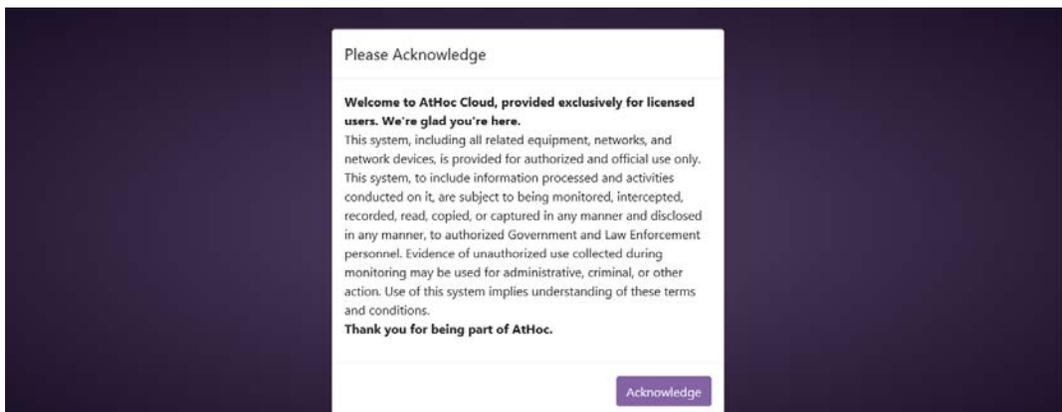
Go to desktop tray and right click **AtHoc client** to open the menu. The AtHoc client icon may appear in one of two styles.



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.

The screenshot shows the BlackBerry AtHoc 'My Profile' page. The page header includes 'BlackBerry AtHoc', 'Inbox', and 'My Profile'. The user is identified as 'Blanco Janet L.' in the top right corner. The main content area is titled 'Basic Information' and contains several sections:

- Temporary work location:** A text input field with placeholder text 'Type an address, city, ZIP Code or latitude, longitude'. Below the field, it says 'No address found'.
- User ID:** 3804933
- Numbers:** A section header for phone numbers.
- Phone 1:** A dropdown menu with a US flag, an 'ext' label, and an input field.
- Phone 2:** A dropdown menu with a US flag, an 'ext' label, and an input field.
- Work - Cell:** A dropdown menu with a US flag, an 'ext' label, and an input field.
- Work Text Message:** A dropdown menu with a US flag and an input field.
- Personal Text Message:** A dropdown menu with a US flag and an input field.
- Online addresses:** A section header for email addresses.
- Email - Work:** An input field containing 'joe.smoe@irs.gov'.
- Email Personal:** An empty input field.

At the bottom of the page, there is a footer with the text: 'UNCLASSIFIED - FOUO Contains Personal Data - Privacy Act of 1974 Applies (5 USC 552a)' on the left and 'English (US) - Copyright ©2019 BlackBerry Limited. All Rights Reserved.' on the right.