



BlackBerry AtHoc



**MAKING THE
WORLD SAFER**



EMERGENCY ALERT NOTIFICATION SYSTEM (EANS)

Revision 1.1 (01/2020)

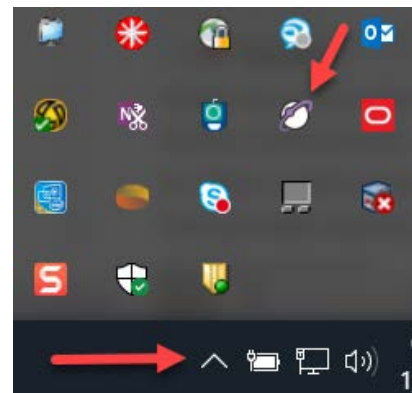
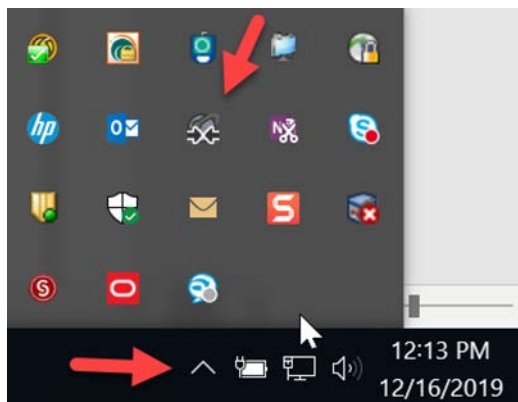
HCO, SCR-CO Organization

User Portal (Self-Registration of User Devices)

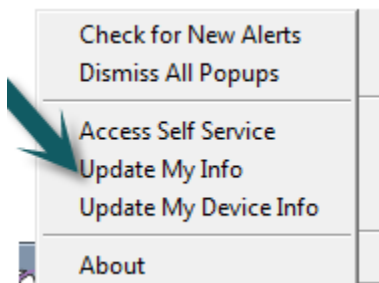
Update your AtHoc user profile

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:

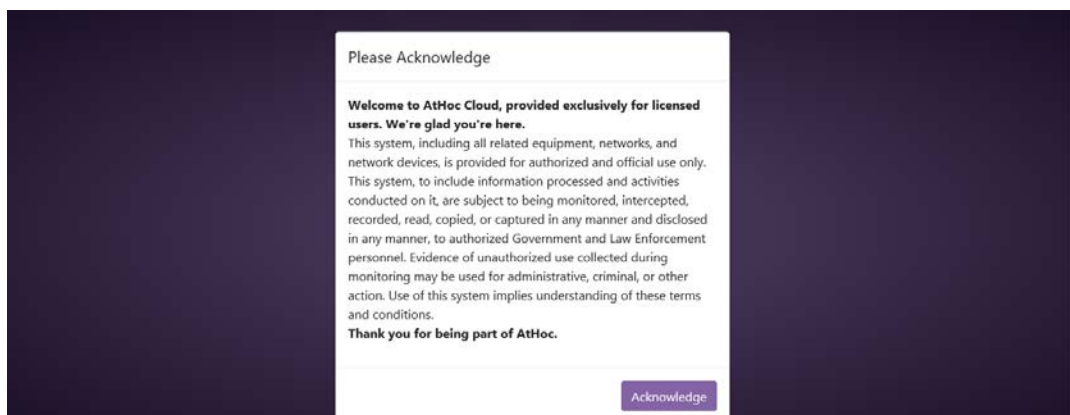
Go to desktop tray and right click **AtHoc client** to open the menu. The AtHoc client icon may appear in one of two styles.



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.

BlackBerry AtHoc Inbox My Profile IRS SOUTH CENTRAL Blanco Janet L.

Basic Information

Temporary work location Type an address, city, ZIP Code or latitude, longitude
No address found

User ID 3804933

Numbers

Phone 1 [US] ext []

Phone 2 [US] ext []

Work - Cell [US] ext []

Work Text Message [US]

Personal Text Message [US]

Online addresses

Email - Work joe.smoe@irs.gov

Email Personal []

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