1. O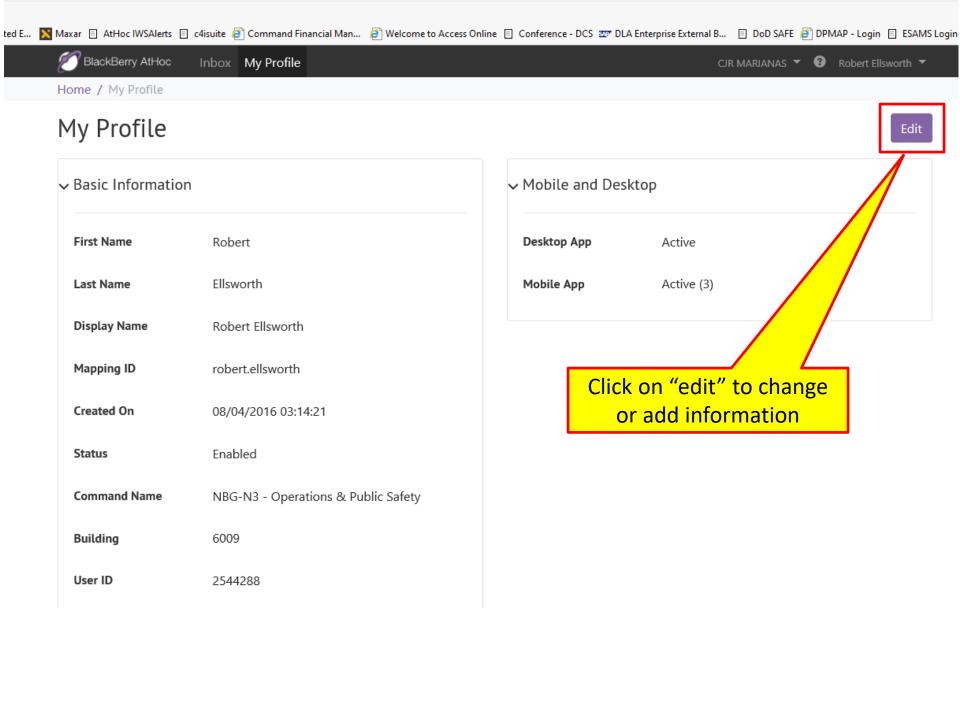NE-Net users – Right click on the White Globe Icon in your system tray located at the bottom right of your desktop screen. See **1** and **2** of figure 1 below

2. Select "Access Self Service". See **3** of figure 1 below

3. A webpage pop-up will appear. See the following slides for instructions on updating your information.

Figure 1: Updating AtHoc Contact Information

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ocurement Integrated E... | ✕ Maxar | ⊟ AtHoc IWSAlerts | ⊟ c4isuite | 🌐 Command Financial Man... | 📄 Welcome to Access Online | ⊟ Conference - DCS | 🚇 DLA Enterprise External B... | ⊟ DoD SAFE | 🌐 DPMAP - Login | ⊟ ESAMS Login | ✕ g2.c

🪐 BlackBerry AtHoc   **Inbox**   My Profile   CJR MARIANAS ▾   ❓   Robert Ellsworth ▾

Home

Inbox

> **Click "My Profile" tab to update your basic information**

↻ Updated
04/11/2022 10:33:09

[   ] 🔍   Advanced

Showing 1 - 20 of 37 items

Severity	Title	Status	Updated	Type	Published By
❗ High	NBG Monthly Mass Warning Test	ENDED	04/05/2022 15:15:11	Other	Robert Ellsworth
❗ High	EXERCISE CSS 15 ECC ACTIVATION AND PE...	ENDED	04/05/2022 08:27:47	Other	ROCBWTJRM.FCT
⚠️ Moderate	Training Exercise EOC Activation	ENDED	04/05/2022 07:15:11	Other	Robert Ellsworth
❗ High	EXERCISE CSS 15 ECC ACTIVATION AND PE...	ENDED	03/22/2022 09:15:00	Other	ROCBWTJRM.FCT
⚠️ Moderate	Execise Exercise Exercise ** ALL CLEAR ** E...	ENDED	03/03/2022 11:22:59	Other	Matthew Reel
⚠️ Moderate	EXERCISE EXERCISE EXERCISE ** Active Sh...	ENDED	03/03/2022 10:49:46	Security	Matthew Reel
⚠️ Moderate	Naval Base Guam is now in a Training Envir...	ENDED	03/03/2022 10:06:44	Other	Matthew Reel
❗ High	EXERCISE CSS 15 ECC ACTIVATION AND PE...	ENDED	02/18/2022 09:30:43	Other	ROCBWTJRM.FCT
❗ High	EXERCISE: NBG IMT Recall (ALL Teams)	ENDED	02/03/2022 09:09:13	Other	Matthew Reel

|◀ ◀ ① 2 ▶ ▶| 20 ▾   Showing 1 - 20 of 37 items

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BlackBerry AtHoc Inbox **My Profile** CJR MARIANAS ▾ ❓ Robert Ellsworth ▾

Home / My Profile

My Profile

Edit

⌄ Basic Information

First Name   Robert

Last Name   Ellsworth

Display Name   Robert Ellsworth

Mapping ID   robert.ellsworth

Created On   08/04/2016 03:14:21

Status   Enabled

Command Name   NBG-N3 - Operations & Public Safety

Building   6009

User ID   2544288

⌄ Mobile and Desktop

Desktop App   Active

Mobile App   Active (3)

Click on "edit" to change or add information

My Profile

Cancel   **Save**

✓ Basic Information

First Name   Robert

Last Name   Ellsworth

Display Name   Robert Ellsworth

Mapping ID   robert.ellsworth

Created On   08/04/2016 03:14:21

Status *   Enabled

Command Name   NBG-N3 - Operations & Public Safety ▾
Notify NBG EM Dept. (339-5432) if your command is not listed.

Building   6009
Work Building #

✓ Mobile and Desktop

Desktop App   Active

Mobile App   Active (3)

> Don't forget to save!

> Update your First, Last and Display Name as needed.

> Select your command from the drop down list and add your work building number.

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User ID   2544288

Numbers

Phone - Work   [flag] ▾ (671) 339-5432   ext [ ]

Phone - Home   [flag] ▾   ext [ ]

Phone - Emergency   [flag] ▾   ext [ ]

Phone - Mobile   [flag] ▾ (671) 488-7275   ext [ ]

Text Messaging   [flag] ▾ (671) 488-7275

Fax   [flag] ▾   ext [ ]

TTY/TDD Phone   [flag] ▾   ext [ ]

Text (SMS)   [flag] ▾
Dependent 1

Phone - Dependent 1   [flag] ▾   ext [ ]

Phone - Dependent 2   [flag] ▾   ext [ ]

Text (SMS)   [flag] ▾
Dependent 2

Online addresses

Email - Home   [ ]

Email - Work -   [ ]
Secondary

Email - Work -   [robert.ellsworth@fe.navy.mil]
Primary

Email - Dependent 1   [ ]

Email - Dependent 2   [ ]

Physical addresses
No addresses provided

Update MANDATORY Devices:
- **Phone-Work**
- **Email-Work-Primary**

OPTIONAL: Add personal and dependent device information to allow you and your dependent to receive alerts and notifications from these devices.

Don't forget to click SAVE at the top of the page

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Technical Assistance

Please contact Naval Base Guam-Emergency Operations Center if you experience technical issues with AtHoc Self Service

NBG EOC
COMMS: 671-333-7761
EMAIL: M-GU-JRM-ATHOCADMIN@fe.navy.mil