

[AtHOC Emergency & Weather alerts!](#)

Receive emergency notifications via Email, Text, or Voice directly to your Cell Phone

For further information contact the Installation Emergency Management Office at 785-240-0400

1 After logging in, find the “Purple Globe” in the system tray

2 Click Purple globe icon for “Fort Riley MWN” and select “Access Self Service”

3 Select the correct CAC user (either certificate is fine)

4 Select the “My Profile” Tab

5 Select the “Edit”

6 Verify & update personal information

7 Select your employment status

8 Select Corvias Neighborhood if you live on post, use “N/A” if not

9 Input your Zip Code

10 When signing up for ATHOC alerts, do not check any of these boxes until authorized by your unit. You will still receive normal weather alerts
* Select CYSS if you have Children in their facilities

11 Enter applicable phone numbers

12 Enter Mobile Number here for Text Messages:
(Mobile Number must be entered here to receive text messages!)

13 Enter Personal (or family) and Work Email Addresses

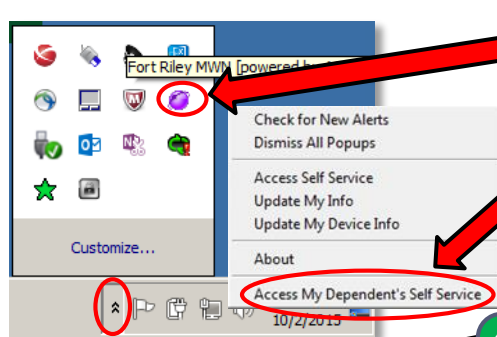
14 You must “Save” in the Top Right Corner before closing!

15 Close the open Browser Window by clicking “X” in upper right corner

Ensure Your **Family** is notified of Emergency & Weather alerts!

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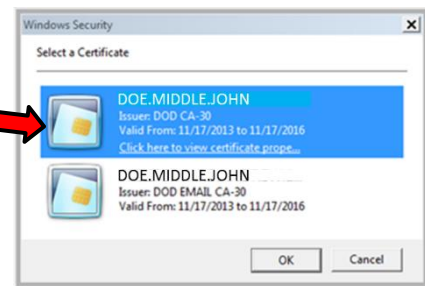
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2 Click Purple globe icon for "Fort Riley MWN" and select "Access My Dependent's Self Service"

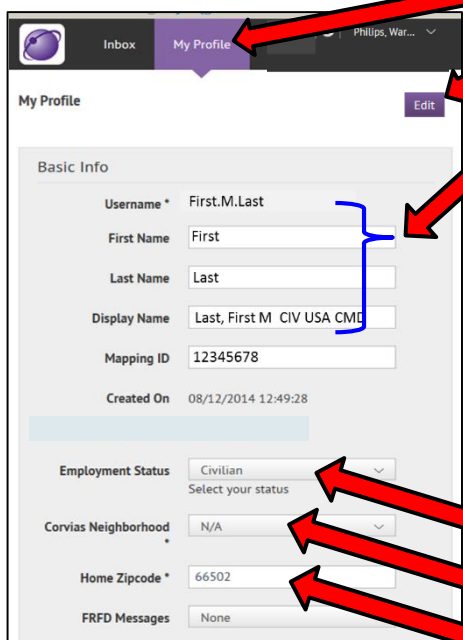
3 Select the correct CAC user (either certificate is fine)



DOE.MIDDLE.JOHN
Issuer: DOD CA-30
Valid From: 11/17/2013 to 11/17/2016
[Click here to view certificate properties](#)

DOE.MIDDLE.JOHN
Issuer: DOD EMAIL CA-30
Valid From: 11/17/2013 to 11/17/2016

OK Cancel



4 Select the "My Profile" Tab

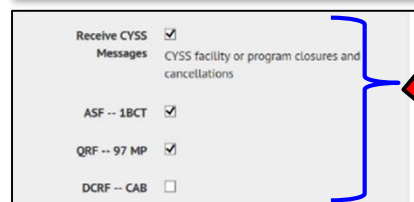
5 Select the "Edit" (First Time User will input the data and select "Save")

6 Verify & update personal information

7 Select your employment status

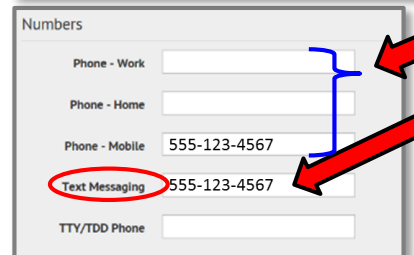
8 Select Corvias Neighborhood if you live on post, use "N/A" if not

9 Input your Zip Code



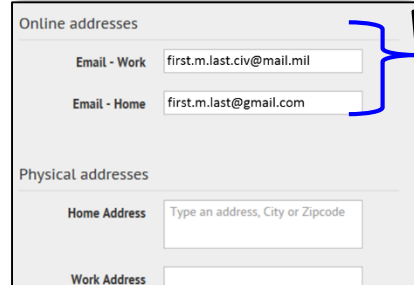
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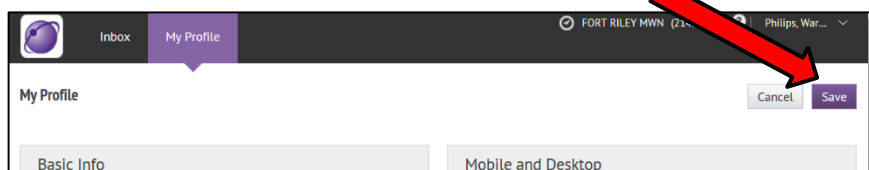


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