



## **ALERT! WORKFORCE NOTIFICATION**

MCAS Miramar is deploying the USMC Alert! Mass Notification System (MNS), replacing the existing AtHoc system. When the deployment is complete, the Alert! software will be pushed to every applicable client's workstation.

Alert! MNS gives the chain-of-command the ability to notify personnel in the event of an all-hazards emergency. The Alert! MNS can communicate via desktop pop-up, telephone, SMS, email, and other modes. Ensuring your information is updated and correct will help increase notification capabilities and response times in emergency situations.

DoDI 6055.17, DoW Emergency Management (EM) Program, Section 5.5 states, "Due to life-safety implications of the information being relayed and the requirement to provide immediate alerts and warnings, members of the primary population must ensure that their personal contact information, including after-duty hours contact information, as appropriate (e.g., personal cellular phone numbers or landline phone numbers), email addresses, home address, etc. are entered into the system and regularly updated or verified every 90 days to remain current and accurate".

Prior to migration, anyone logging in to a computer or network via a .mil connection will be prompted to register in the Alert! MNS. The steps to register, update, and modify your information in the Alert! MNS are listed below Section 1.1 and 1.2.

If you have questions regarding the Alert! MNS or if after migration you have registration issues, please contact the U.S. Army Tank Automotive & Armaments Command (TACOM) **Helpdesk** at **866-515-0551** or via email at [usarmy.detroit.devcom-gvsc.mbx.em2p-help-desk@army.mil](mailto:usarmy.detroit.devcom-gvsc.mbx.em2p-help-desk@army.mil).

The migration for the Alert! MNS at MCAS Miramar is expected to take place on/around 1 April 2026.

The deactivation day for AtHoc (the last day AtHoc will be accessible) is 1 May 2026.

For any questions or concerns contact your installation's POC at 858.307.1281 or via email at [miramareoc.ops@usmc.mil](mailto:miramareoc.ops@usmc.mil).

- **FOR NEW CLIENTS (military, civilian, and contractor registered to receive the alerts): see Section 1.1.**
- **FOR MIGRATED CLIENTS FROM PREVIOUS SYSTEM: see Section 1.2.**

## 1.1 NEW CLIENTS

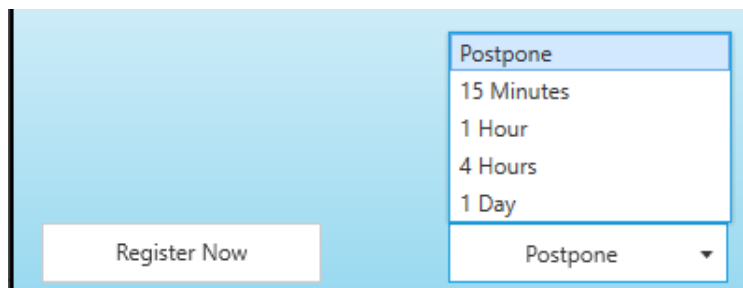
### 1.1.1 Alert Client Self Registration

After the Alert! desktop application has been installed, logging in to the local workstation displays the **Client Registration Required** popup.



**Figure 1 - Client Registration Required**

Step 1. Click **Register Now**; **Alert! Client Registration** opens a new web browser window and client is prompted for credentials (see step 3)

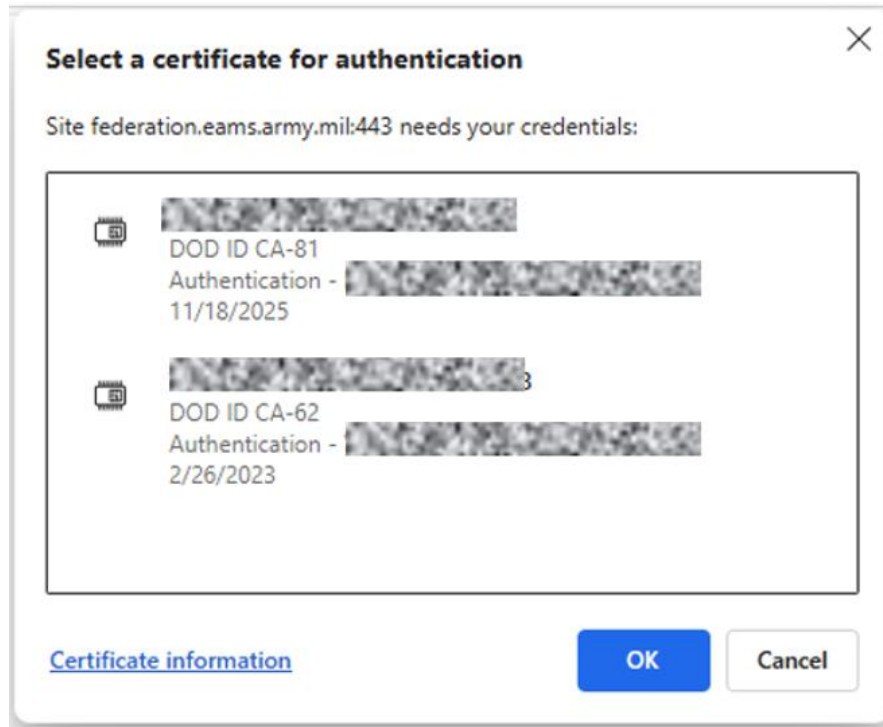


**Figure 2. Option to Postpone Client Registration**

Step 2. Click Postpone if additional time is needed to gather information before the client registers.

**NOTE:** Alert! Client Registration will only allow postponement once. After that, a client may not postpone and will be required to register.

Step 3. Windows Security ALERT! SYSTEM MESSAGE dialogue displays, select the most current Authentication certificate and click OK.

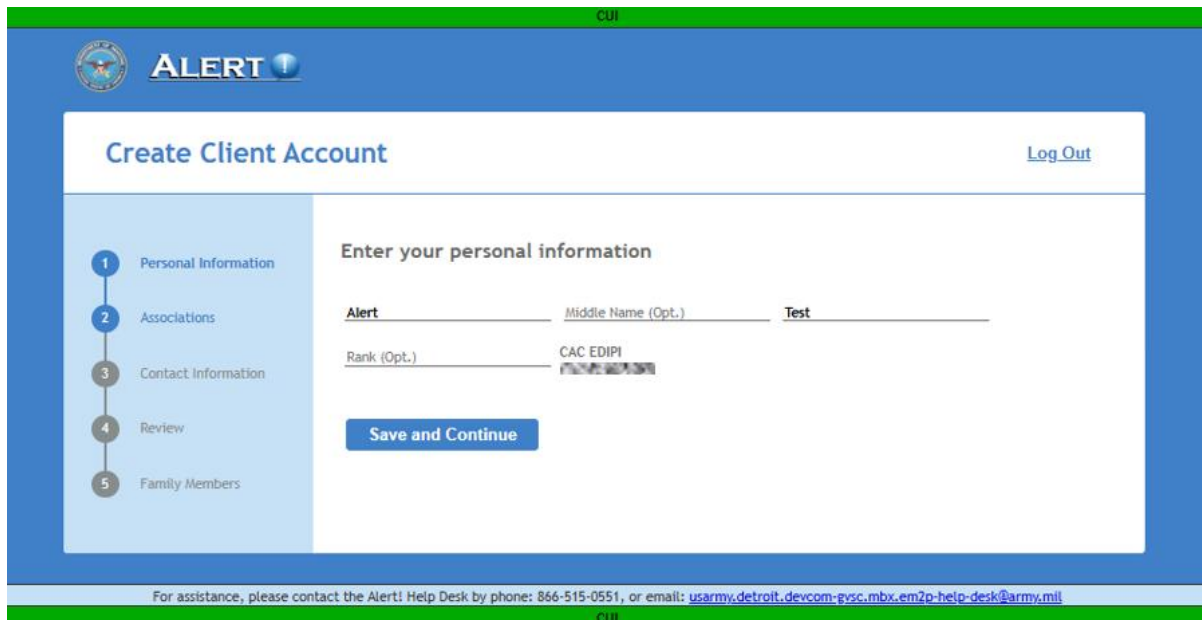


**Figure 3. Windows Security Alert! System Message Dialog**

### 1.1.2 Create Client Account

The Create Client Account page contains four sections: **Personal Information**, **Associations**, **Contact Information**, and **Family Members** along with a **Review** page.

Step 1. **Personal Information:** Complete the Personal Information section by entering **Name**, and **Rank**, if desired. Client's **EDIPI** should autofill. When done click **Save and Continue**.

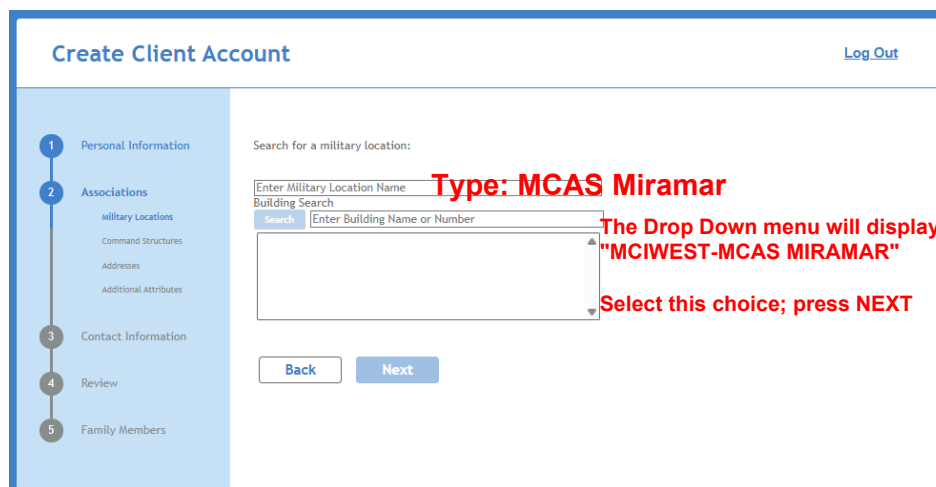


**Figure 4. Personal Information Section**

- Step 2. **Associations:** The Associations section contains four selectable subsections: **Military Location**, **Command Structure**, **Addresses**, and **Additional Attributes**. For each association type, a **Yes** or **No** question will be asked for whether that association is applicable to the client.

**NOTE:** Each client is required to have at least one association.

- a. **Military Location** – To add a Military Location, after selecting **Yes** to the prompt, begin searching for the Military Location in the search box. Select the applicable Military Location from the list. When finished, click **Next**.



**Figure 5. Military Location Section**

- b. If dates at the Military Location are known, select **Yes** and add a **Start Date** and **End Date**.

The screenshot shows the 'Create Client Account' interface. On the left, a vertical navigation menu has five steps: 1. Personal Information, 2. Associations, 3. Contact Information, 4. Review, and 5. Family Members. Step 2, 'Associations', is highlighted. Under 'Associations', there are four sub-items: 'Military Locations' (selected), 'Command Structures', 'Addresses', and 'Additional Attributes'. The main content area contains the text 'Enter the dates you will arrive at and depart from this Location:'. Below this are two input fields: 'Start Date' with the value '01/01/2026' and 'End Date' with the value '01/31/2026'. At the bottom of this section are 'Back' and 'Next' buttons. A 'Log Out' link is in the top right corner.

**Figure 6. Dated Military Location**

- c. **Command Structure** – To add a Command Structure, after selecting **Yes** to the prompt, begin searching for the Command Structure in the search box. Select the applicable Command Structure from the list. When finished, click **Next**.

**NOTE:** Association to a UIC should be directed by Commanders and implemented by Alert! Users within that Command. Only associate to a UIC that has been directed via Workforce Notifications like this.

The screenshot shows the 'Create Client Account' interface. On the left, a vertical navigation menu has five steps: 1. Personal Information, 2. Associations, 3. Contact Information, 4. Review, and 5. Family Members. Step 2, 'Associations', is highlighted. Under 'Associations', there are four sub-items: 'Military Locations', 'Command Structures' (selected), 'Addresses', and 'Additional Attributes'. The main content area contains the text 'Search for a command structure:'. Below this is a search input field with the placeholder text 'Enter UIC or Command Name'. To the right of the search box is a red annotation: 'Type your UIC, or Miramar, or some combination of your unit name'. Below the search box are 'Back' and 'Next' buttons. To the right of the buttons is a red heading 'Examples:' followed by a list of examples: '- MCAS Miramar CA', '- M02209', '- HMH-462', '- NAVFAC Southwest', and '- Naval Medical Center San Diego'. A 'Log Out' link is in the top right corner.

**Figure 7. Command Structure Section**

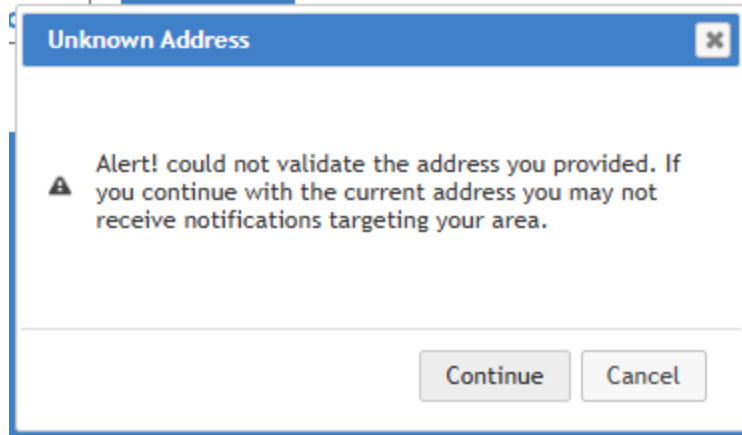
- d. If dates at the Command Structure are known, select **Yes** and add a **Start Date** and **End Date**.

**Figure 8. Dated Command Structure**

- e. **Address** – To add an Address, after selecting **Yes** to the prompt, enter an address. Check **Standalone Facility** for off-base locations.

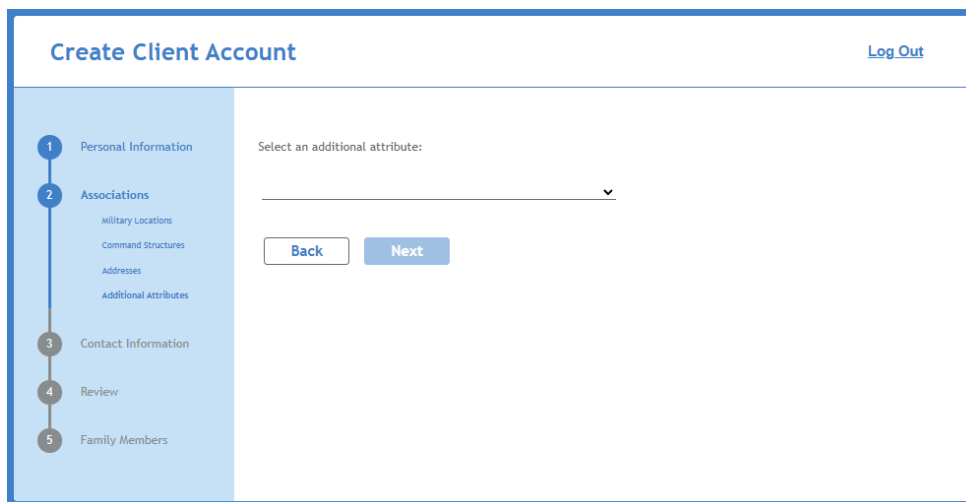
**Figure 9. Address Section**

- f. If the address is not selected from the dropdown, a warning prompt will pop up. Click **Continue**.



**Figure 10. Unknown Address Dialog**

- g. **Additional Attribute** – Add Additional Attributes only as directed by installation Emergency Management or Command personnel. To add an Additional Attribute, select a value from the dropdown.



**Figure 11. Additional Attribute Section**

- Step 3. **Contact Information:** Two methods of contact information are available, **Phone Numbers** and **Emails**. Each has usage options of **Home**, **Work**, or **Both**. Phone also has type options of **Landline/Teams DID**, **Cell**, **TTY**, and **Text Only**.

**Figure 12. Phone Number Section**

- a. **Phone Numbers** – In the textbox, enter a phone number following the format for North America or International numbers. If the phone number has an extension, enter it in the **Extension** text box. Select the applicable **Usage** and **Type** from the dropdowns. If text messages are allowed, check the corresponding checkbox. This is only selectable if type **Cell** is selected. If this phone number is **Shared/Non-Confirming**, check the checkbox. Multiple phone numbers can be added. Click **Next**.
- b. If no phone number is added, a warning dialog will appear. If this is acceptable, click **Yes**. Otherwise, click **No** to return to the Phone Number screen.

**Figure 13. Missing Phone Number Dialog**

- c. **Email** – Enter an email in the Email Address text box and select the Usage. Click Next.

The screenshot shows the 'Create Client Account' page. On the left is a vertical navigation menu with five steps: 1 Personal Information, 2 Associations, 3 Contact Information, 4 Review, and 5 Family Members. Step 3 is highlighted. The main content area is titled 'Add one or more emails to receive alerts.' It contains an 'Email Address' field with a dropdown menu showing 'Home' and a 'Remove' link. Below this is a '+ Add Email' link. At the bottom are two buttons: 'Back' and 'Save and Continue'. A 'Log Out' link is in the top right corner.

**Figure 14. Email Section**

- d. If no email is added, a warning dialog will appear. If this is acceptable, click **Yes**. Otherwise, click **No** to return to the Email screen.

The warning dialog box has a blue header with the word 'Warning'. The main text reads: 'You have not provided the following information:' followed by a bulleted list containing 'Email Address'. Below the list, it says: 'It may not be possible to contact this client without this information.' and 'Would you like to continue?'. At the bottom right are two buttons: 'Yes' and 'No'.

**Figure 15. Missing Email Dialog**

Step 4. **Review:** Review the entered information. If correct, select Next.

**Figure 16. Review Information**

Step 5. **Family Members:** To enable alerts for family members, click **Yes**. The following fields can be filled out for a family member: **First Name, Middle Name, Last Name, Phone Number(s),** and **Email(s)**. Check the box acknowledging that the family member has given consent for their information to be used.

**Figure 17. Add Family Members Section**

Once all information is completed your registration is complete.

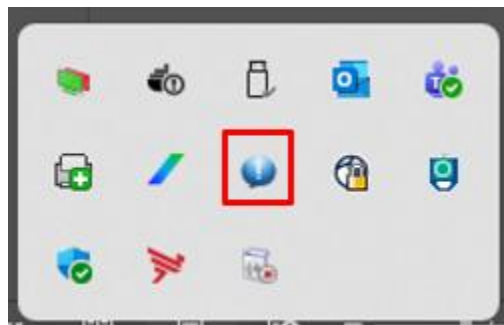
## 1.2 FOR MIGRATED CLIENTS FROM A PREVIOUS SYSTEM

### 1.2.1 Client has been migrated to the Alert! system

If logging in you are only asked for CAC PIN that means your information has been migrated and all you must do is update your information as needed.

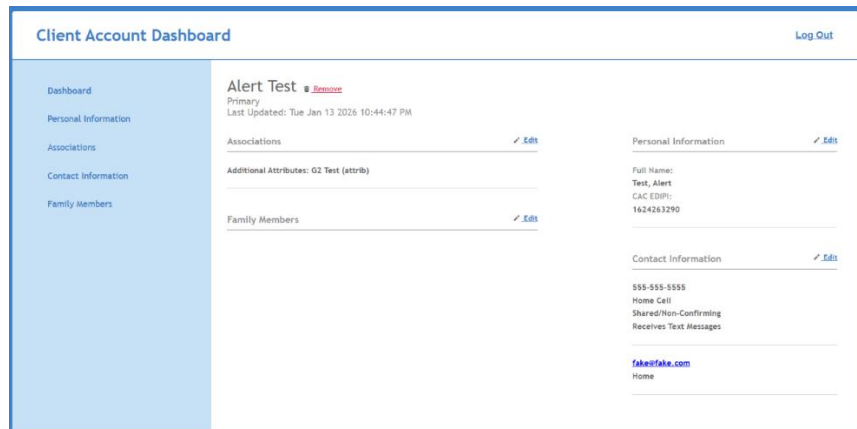
To update your information:

Step 1. In the local taskbar, locate and double click the Alert! Icon



**Figure 18. Alert! Icon**

Step 2. The Alert! Desktop application interface displays, Click **Edit Client Info** and a new browser window will open with the **Client Account Dashboard**.



**Figure 19. Alert Client Account Dashboard**

Step 3. Edit the data as applicable and click Save.

If you have questions regarding the Alert! System or if after migration you have registration issues, please contact the Alert! Helpdesk at **866-515-0551** or via email at [usarmy.detroit.ccdc-gvsc.mbx.em2p-help-desk@mail.mil](mailto:usarmy.detroit.ccdc-gvsc.mbx.em2p-help-desk@mail.mil)

For further question or concerns contact your Installation/Command POC at **(XXX) XXX-XXXX** or via email at "**email.mil**"