

Note: This guide uses an iOS phone for screen shots. Your Device may look slightly different, but the process should be the same.

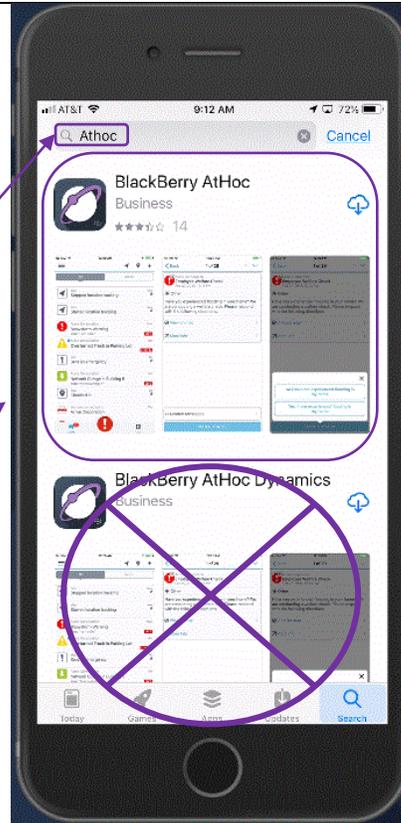
24/7 Crisis Protection – in the Palm of Your Hand: This guide will assist you with installing the AFEMNS AtHoc Mobile App on your work or personal device

Step 1: Remove any AtHoc apps from your mobile device if previously installed.

Step 2: Search 'AtHoc' from the iOS App or Google Play Store.

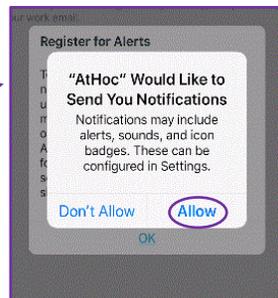
- 1) Download the first app: **BlackBerry AtHoc** (see note below)

Caution: Do Not select the **BlackBerry AtHoc Dynamics app**



Step 3: You will receive several questions, which will determine how the app will perform.

- 1) **"AtHoc" Would like to send you Notifications**
 - a) This is needed to advise you of an alert.

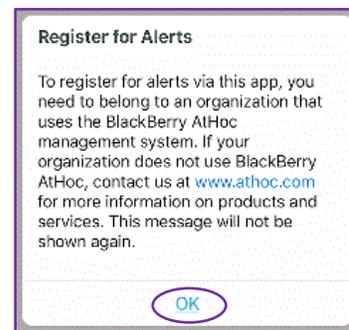


- 2) **Allow "AtHoc" to access your location while using the app?**
You can be notified of a threat or incident in a specific area if targeted. You can turn location service off.



Note: This feature will only identify where you are when you reply to an alert from the mobile app. It will not track your movement. You can always turn off Location Services within your device's settings.

- 3) **Register for Alerts**
 - a) Select OK
 - b) You must have an AFEMNS user account updated with your personal email address and know your bases organization code.



NOTE: Your Host Command Post will provide you the Base Org Code. You can also use the Host Base's MAJCOM Org Code (where you are assigned): AFEMNSxxx where the x is replaced with the Host Bases MAJCOM abbreviation. (i.e. AFEMNSACC, AFEMNSAETC, AFEMNSAFGSC, AFEMNSAFDW, AFEMNSAFSPC, AFEMNSAFSOC, AFEMNSAMC, AFEMNSPACAF, AFEMNSUSAFE, AFEMNSAFRC, AFEMNSANG).

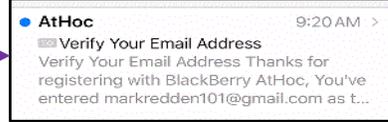
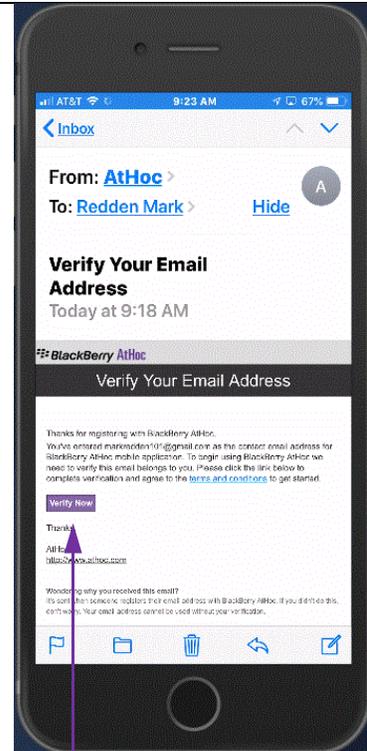
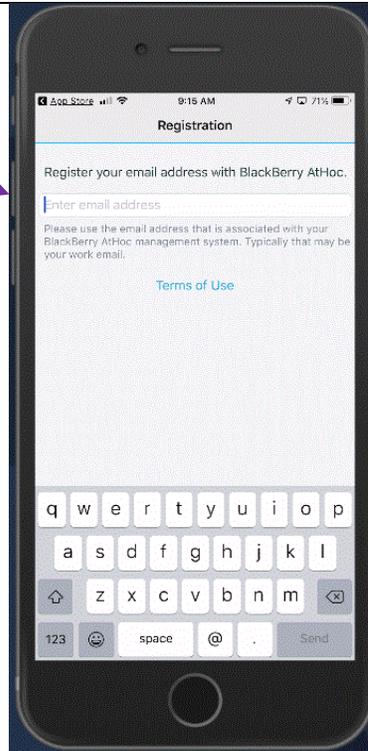
Step 3: You will need to add your personal email address.
Your home email address must be updated in your AF EMNS (AtHoc) profile.

Note: Your work email will not verify the mobile app due to AF firewalls and security. *You can delete your personal email in your Profile after verification.*

Step 4: Go to your email account and open the **AtHoc** email.

Note: *This may take a few seconds to a few minutes depending on network or Cell connections.*

Step 5: You will need to select the hyperlink: **Verify Now** (see note below)
Note: *Android users should select the [terms and conditions](#) link and then [Verify Now](#).*



Step 6: Go back to your AtHoc App and **wait** for the screen to change from, "Register your email..." to "Enter Organization Code." **This may take some time, let it sit.** Obtain Org Code from your base AFEMNS POC.

Note: *If the screen does not automatically switch after 30 minutes, check that you have the correct email used in your profile, or close the app and restart it or restart your phone. If none of these steps work, delete the app and start from step 2 above making sure you have good network connectivity.*

Once connected you will see your organization in the menu. Simply touch it to go to your page and view alerts.

