



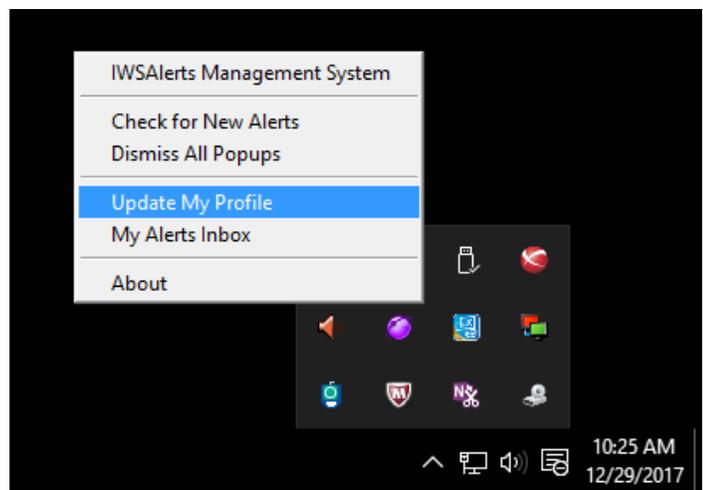
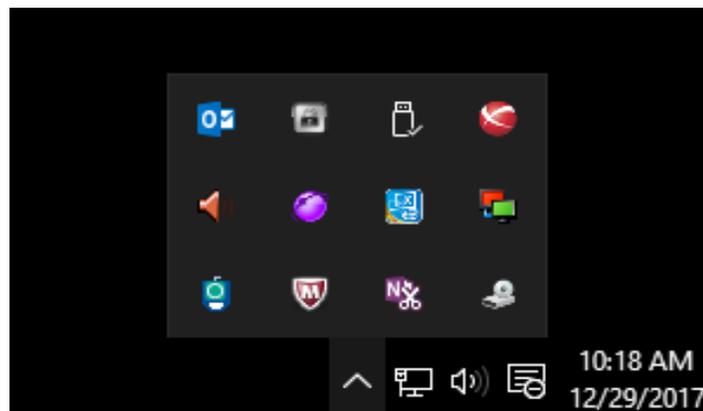
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# *AtHoc Profile Update Procedures*



# AtHoc Profile Update Procedures

## Accessing “My Profile”



- On the bottom right side of your computers screen, locate the up arrow and click to open additional programs.

- From those additional programs, select the purple globe, then select “Update My Profile”.

\*\* If you do not have a purple globe, you need to submit a ticket through the 627 CS.\*\*

- Once prompted, select any certificate and enter your pin to continue.

\*\* You maybe prompted more than once. Just continue select a certificate and enter pin until you have accessed the website\*\*



# AtHoc Profile Update Procedures

## Basic Info



- Please ensure that the information located in the fields below are correct and current.

Basic Info

Username *	YName or Your DoD ID #
First Name	YOUR
Last Name	NAME
Display Name	Yname
Mapping ID	1234567890
Created On	04/24/2013 07:35:33

- The Following Fields are auto-populated:
  - Username
  - First Name
  - Last Name
  - Display Name
  - Mapping ID (DoD ID #)

\*\* Contact your unit administrator if your information is incorrect and you are unable to make updates.\*\*



# AtHoc Profile Update Procedures

## Basic Info



Duty Status

Member Of

McChord Field \*



- Confirm and/or select your duty status.

Duty Status

Member Of



- The "Member Of" will state "None" (Unless Primary/Secondary CAT, etc..)

McChord Field \*



- Confirm your unit is mapped correctly. If not, click on the unit and proceed to the next slide.

McChord Field \*



- If this field is blank, click on the back slash, and proceed to the next slide.



# AtHoc Profile Update Procedures

## Basic Info



Select the Organizational Position

- **McChord Field** >
  - 62 Airlift Wing >
    - 10 Airlift Squadron
    - 4 Airlift Squadron
    - 62 Operations Group ...
    - 62 Operations Suppo...
    - 7 Airlift Squadron
    - 8 Airlift Squadron
  - 62 Maintenance Group
  - 62 Medical Squadron >
  - **62 Operations Group**
  - 627 Air Base Group >
  - Tenant Units

McChord Field/62 Airlift Wing/62 Airlift Wing Command Post Cancel Apply

McChord Field/62 Operations Group/62 Operations Group Staff undefined undefined

- Select McChord Field to expand to the Groups.
- Select the appropriate Group to expand to the Squadrons.
- Select your Squadron
- When complete, select apply.
- If you are given this option, select the purple "undefined"

**\*\*It is mandatory you select your unit at McChord to get the alerts that pertain to you and your work force.\*\***



# AtHoc Profile Update Procedures

## Basic Info



Building Number	N/A	←	• Leave building number on N/A.
Pay Grade	E6	←	• Update/ensure pay grade is correct.
Street - Home			
Street - Work	1172 LETIVOW BLVD		
City - Home		←	• The address blocks are optional, but <u>highly encouraged</u> in event of an emergency.
City - Work	JBLM, MCCHORD FIELD		
State - Home			
State - Work	WA		
Zip Code - Home			
Zip Code - Work	98438		



# AtHoc Profile Update Procedures

## Phone Numbers



### Numbers

Phone - Work

Primary Commercial Work Number (10-Digit Number)

Phone - Home

Emergency Contact Home Number (10-Digit Number)

Phone - Mobile

Emergency Contact Mobile Number (10-Digit Number)

Text Message

Standard Text Messaging Rates May Apply (10-Digit Number)

Text - Duty

Mobile/Cell

Standard Text Messaging Rates May Apply



- The following are mandatory fields:
  - Duty Phone
  - After-Hours/Emergency Contact
- All other fields are optional, but highly encouraged.



# AtHoc Profile Update Procedures

## Email Address



### Online addresses

Email - Home

Emergency Contact Personal Email

Email - Work

Primary Work Email



- The following is a mandatory field:
  - Work/Duty Email
- All other fields are optional, but highly encouraged.



# AtHoc Profile Update Procedures

A screenshot of the AtHoc profile update interface. The top navigation bar is dark grey with a purple icon on the left, "Inbox" in the center, and "My Profile" on the right. Below the navigation bar, the "My Profile" section is active, showing a "My Profile" label on the left and "Cancel" and "Save" buttons on the right. A red arrow points to the "Save" button. Below the buttons, there is a grey horizontal bar representing a form field.

- Once you have confirmed and/or updated all your information, select Save.

- Please direct any questions to your Unit AtHoc Administrator(s)