In-processing/Out-processing Installation's AtHoc System

In-processing: Members must update their contact information via the AtHoc "Purple Globe" to receive notifications

Out-processing: Member must contact their AtHoc Squadron Rep to out-process unit AtHoc Self-Service Actions

Find the AtHoc icon "Purple Globe" at the bottom right corner of your desktop screen.

- Right Click on the "Purple Globe"
- Select 'Update My Profile''

Fill in your information in the following sections: -

Basic Info

First & Last Name, Display Name

Organizational hierarchy (Mandatory)

All mandatory selection/entries (*) Note: To open the organizational hierarchy option, click on the / icon.

Mandatory & Optional Devices

- Physical address (Base Location (Mandatory)
- Base Specific Information (Office Symbol)

• Dase Specific Informat Select "Save"

<u>AtHoc App</u>

- Download the AtHoc app from the Apple App or Google Play store.
- Enter your email address. (.mil email). The app will send a verification email to the email address listed.
- From the verification email, click "Verify Now".
- Go to your mobile device and add your organization code (RAFB), provided by your operations team. Installation complete.

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1) 2)

3)

AtHoc Self-Service Actions

Click 'Edit'

Continue in checklist.

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If you do not have the Purple Globe copy and paste/type the following link into your web browser <u>https://iwsalerts.aetc.af.mil/SelfService/3520051</u> 1) After logging in, click '**My Profile'** 2) Click '**Edit**' 3) Continue in checklist.

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