

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)**

Select "Save"

If you do not have the Purple Globe copy and paste/type the following link into your web browser <https://iwsalerts.aetc.af.mil/SelfService/3520051>

1) After logging in, click 'My Profile'

2) Click 'Edit'

3) Continue in checklist.

AtHoc App

• 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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