Mass Notification System - Registration Instructions

This is completed by the service member/sponsor on a MCEN work computer.

1. To edit an account, click the Blackberry AtHoc Desktop Notifier icon on the computer taskbar (White orb with a purple ring).

    a. Select "Access My Profile," select your CAC PIV and acknowledge the disclosure statement.

    b. If the icon link from the taskbar doesn't work, go to https://alerts1.mcdsus.mcds.usmc.mil/SelfService/USMC and select 'My Profile' at the top of the page.

    c. If the registration page fails to load completely to allow next steps, refresh until it succeeds. This may take more than a dozen times.

2. Notice at the top right of the page is your name and organization the profile is linked to.

    a. If it shows Camp Lejeune-New River, skip to step 3.

    b. If it does not show Camp Lejeune-New River, click the gray "More Actions" button, "Move to Organization" and select 'MCB CAMLEJ - New River.' Click 'OK' and continue with instructions.

3. Select 'Edit.'

4. Under Basic Information, locate Organizational Hierarchy. If it doesn't show your current unit, click 'Select' to drill down and link to your assigned unit. Click 'Apply' and then click 'Save.'

5. Provide contact information.

    a. Required: work phone and work email.

    b. At least one is required: mobile phone, text, or home phone. Text is encouraged because it is more reliable when phone circuits are busy.

    c. Dependent contact information is recommended.

    d. All other information is optional.

Visit New River's Emergency Management site for information about local emergency shelters, tips for kits and plans, links to helpful web sites, and other resources.
https://www.newriver.marines.mil/emergency