

Mass Notification System Self-Service Registration Instructions

1. To edit an account, click the Blackberry AtHoc Desktop Notifier-Camp Lejeune-New River icon (White globe with a purple ring) on the computer taskbar or link to <https://alerts1.mcdsus.mcids.usmc.mil/SelfService/USMC>.
 - a. Select Access Self Service and acknowledge the disclosure statement.
 - b. Select the CAC Personal Identity Verification Authentication Certificate and click OK.
2. Select My Profile at the top of the self-service page. Notice at the top right of the page is your name and organization the profile is linked to.
 - a. If it indicates Camp Lejeune-New River, skip to step 3.
 - b. If it does not indicate Camp Lejeune-New River, click the gray Move to Organization button and select MCB CAMLEJ - New River. Click OK and continue with instructions.
3. Select Edit.
4. Under Basic Information locate Organizational Hierarchy and click Select to drill down and link to your assigned unit. Click Apply.
5. Click Save.
6. Provide contact information.
 - a. Required: work phone and work email.
 - b. At least one is recommended: mobile phone, text, or home phone.
 - c. Dependent information is recommended if living on base.
 - d. All other information is optional.