



USAG Bavaria Mass Warning and
Notification System

Self-Registration and Navigation Guide





United States Army Garrison Bavaria AtHoc Registration Instructions

1. The self-registration process will take approximately 5 minutes with a common access card (CAC) and CAC reader from a computer connected to the U.S. Army Network Enterprise Center (NEC) internet.
2. If a user does not have the “Purple Globe” icon on their computer, or if using a CAC and CAC reader from home, go to: <https://warnings1.army/selfservice/2026322> to self-register. Follow the detailed instructions below and on the following pages.
3. Right-click on the “purple globe” icon in the lower right hand corner of your screen. Users with Windows 7 or 10 may need to click the upward arrow to see all icons.
4. Go to the “Access My Self-service” option and update the information under My Profile. Complete the tasks on the following pages or go to the garrison website at <http://www.bavaria.army.mil/AtHoc/index.html> for further information.
5. Users of the AtHoc Notifier mobile app (download the AtHoc Notifier app from the Apple or Google store) should enter the USAG Bavaria MWN organization code **usa-bavaria** for all locations. **The Notifier app will not work until the AtHoc account has been created using the Sponsors DOD enterprise email account.**



AtHoc Self-service URL (Web) Instructions

Step 1: Use the below link to access the USAG Bavaria Mass Warning Notification System <https://warnings1.army.mil/SelfService/2026322>

Step 2: In the **Basic Info** section enter the following details about the user:

Username: will be assigned by the system

First Name: self-explanatory

Last Name: self-explanatory

Click on dropdown arrow to select **Primary Duty Location**

Organizational Hierarchy: /
Click on the purple slash / to open organizational position screen. Click on the arrow next to **Organizational Hierarchy** to display hierarchy. Select arrow to the right of **RCHE, Tenants** or **USAG** to unit element assigned. An arrow to the right of the text indicates subordinate unit. Select appropriate unit and click the **Apply** tab

Click on dropdown arrow to select **Duty Status**

Click on dropdown arrow to select **Include Alerts From**. Multiple locations may be selected.

My Profile

Basic Info

Username * [disabled]

First Name JOHN

Last Name PUBLIC

Rank-Grade * Other

Primary Duty Location USAG Bavaria-Grafenwoehr

Organizational Hierarchy / Please click the / symbol to select your Unit Directorate or Tenant organization

Duty Status * US MIL

Include Alerts From * USAG Bavaria-Grafenwoehr
Select the USAG you are assigned to and any other USAGs you want to receive alerts from.

User ID 2262876

Include Alerts From *

USAG Bavaria-Garmisch, US... ▾

Select All

USAG Bavaria-Garmisc... ✓

USAG Bavaria-Grafenwoe... ✓

USAG Bavaria-Hohenfel... ✓

USAG BENELUX

USAG BENELUX-APS 2 Du... ▾

Step 3: Enter On-Duty and Off-Duty Contact Information:

All fields preceded with an asterix symbol are mandatory.

Personnel issued government cell phones **must** enter phone number in **Phone – Mobile Work** and **Text Messaging Work** fields.

The screenshot shows the 'My Profile' page with the following fields:

- On-Duty Contact Information:**
 - Phone - Work * (01149-9641705263025)
 - Phone - Mobile Work (01149-1622960048)
 - Email - Work * (john.q.public.civ@mail.mil)
 - Text Messaging - Work (01149-1622960048)
- Off-Duty Contact Information:**
 - Primary Phone * (01149-1622960048)
 - Secondary Phone
 - Primary Text (01149-1622960048)
 - Email - Home (jqp@yahoo.com)

Step 4: Add Family Member contact information (optional).

Note: A family member that acknowledges an alert before the Sponsor does will cause the system to stop alerting the account holder. Therefore, it is vital that families communicate alerts amongst themselves.

The screenshot shows the 'Family Member Contact Information' page with the following fields:

- Primary Family Member Phone** (01149-96412960048)
- Secondary Family Member Phone**
- Primary Family Member Email** (suziqpublic@yahoo.com)
- Secondary Family Member Email**
- Primary Family Member Text** (01149-1622960049)
- Secondary Family Member Text**

Step 5: Save your work.

Cancel Save

Questions? For detailed instructions click on the question mark in the upper right hand corner of the Home page.

Need further guidance? Contact the EM2P Help Desk at 866-515-0551, or by email: em2phelpdesk@leidos.com