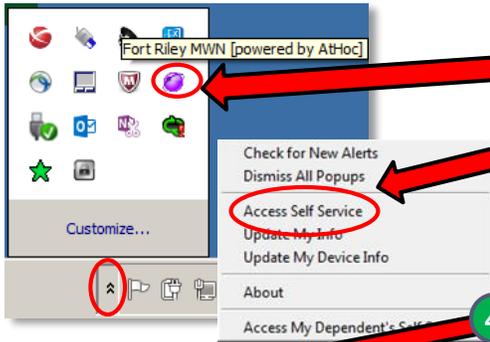


Ensure **You** are notified of Emergency & Weather alerts!



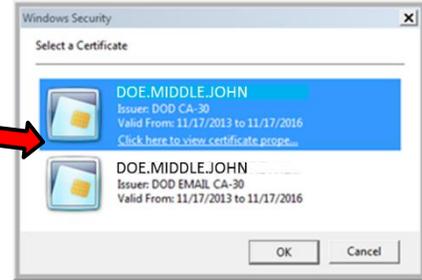
Fort Riley can send Emergency notifications via email (work or personal) or text directly to your Cell Phone when it happens.



1 After logging in, find the "Purple Globe" in the system tray

2 Click Purple globe icon for "Fort Riley MWN" and select "Access Self Service"

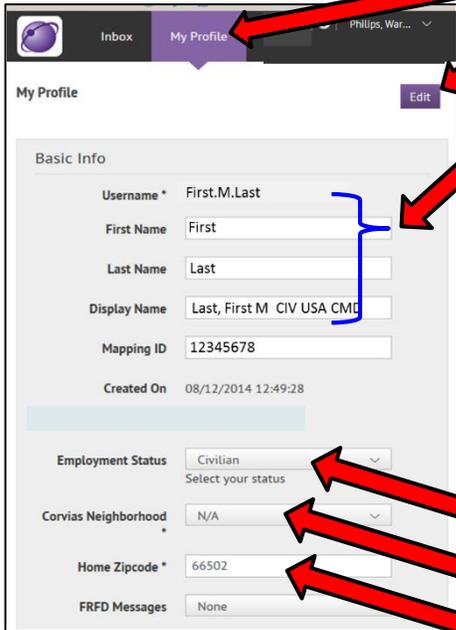
3 Select the correct CAC user (either certificate is fine)



4 Select the "My Profile" Tab

5 Select the "Edit"

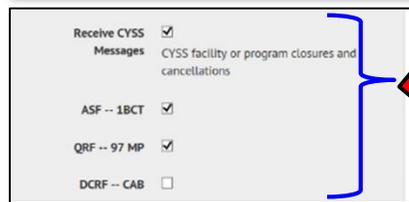
6 Verify & update personal information



7 Select your employment status

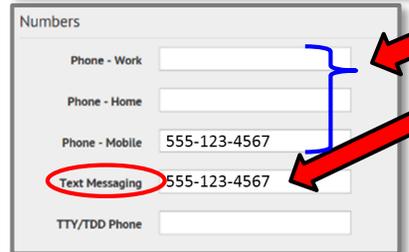
8 Select Corvias Neighborhood if you live on post, use "N/A" if not

9 Input your Zip Code



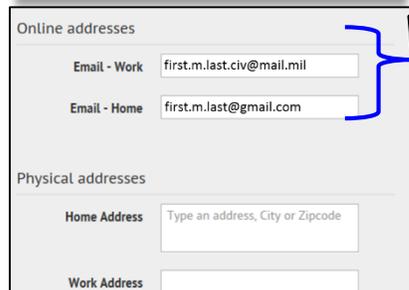
10 When signing up for ATHOC alerts, do not check any of these boxes until authorized by your unit. You will still receive normal weather alerts
* Select CYSS if you have Children in their facilities

11 Enter applicable phone numbers

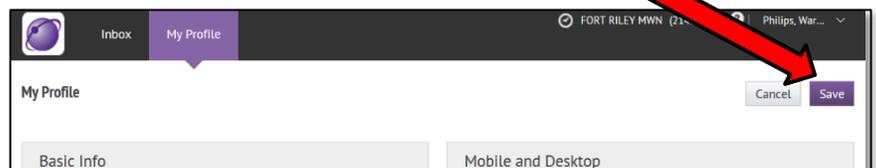


12 Enter Mobile Number here for Text Messages:
(Mobile Number must be entered here to receive text messages)!

13 Enter Personal (or family) and Work Email Addresses



14 You must "Save" in the Top Right Corner before closing!

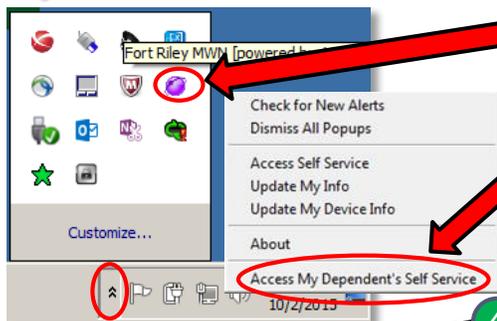


15 Close the open Browser Window by clicking "X" in upper right corner

Ensure Your **Family** is notified of Emergency & Weather alerts!

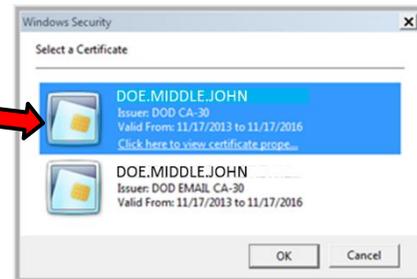


Fort Riley can send Emergency notifications via email (work or personal) or text directly to your Cell Phone when it happens.



- 1 After logging in, find the "Purple Globe" in the system tray
- 2 Click Purple globe icon for "Fort Riley MWN" and select "Access My Dependent's Self Service"

- 3 Select the correct CAC user (either certificate is fine)



- 4 Select the "My Profile" Tab

- 5 Select the "Edit" (First Time User will input the data and select "Save")

- 6 Verify & update personal information

Basic Info

Username * First.M.Last

First Name First

Last Name Last

Display Name Last, First M CIV USA CMD

Mapping ID 12345678

Created On 08/12/2014 12:49:28

Employment Status Civilian
Select your status

Corvias Neighborhood N/A

Home Zipcode * 66502

FRFD Messages None

- 7 Select your employment status
- 8 Select Corvias Neighborhood if you live on post, use "N/A" if not
- 9 Input your Zip Code

Receive CYSS Messages CYSS facility or program closures and cancellations

ASF -- 1BCT

QRF -- 97 MP

DCRF -- CAB

- 10 When signing up for ATHOC alerts, do not check any of these boxes until authorized by your unit. You will still receive normal weather alerts
* Select CYSS if you have Children in their facilities

Numbers

Phone - Work

Phone - Home

Phone - Mobile 555-123-4567

Text Messaging 555-123-4567

TTY/TDD Phone

- 11 Enter applicable phone numbers
- 12 Enter Mobile Number here for Text Messages: (Mobile Number must be entered here to receive text messages)!
- 13 Enter Personal (or family) and Work Email Addresses

Online addresses

Email - Work first.m.last.civ@mail.mil

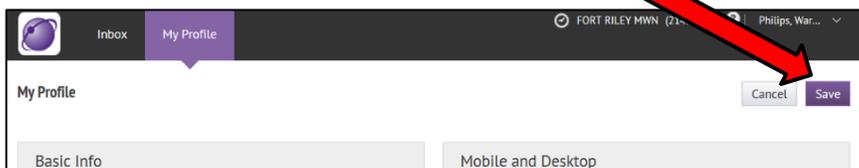
Email - Home first.m.last@gmail.com

Physical addresses

Home Address Type an address, City or Zipcode

Work Address

- 14 You must "Save" in the Top Right Corner before closing!



- 15 Close the open Browser Window by clicking "X" in upper right corner