Computer Desktop Notification System (CDNS) AtHoc Self Service User Guide
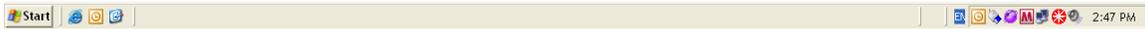
✓ To access the Self Service site, **RIGHT CLICK** on the purple globe in your system tray, select "Access Self Service" and choose either of your digital certificates when prompted.
NOTE: The site may require more than one attempt to open. If it doesn't work on the first try, please try again.

✓ The example below is the first page that will come up. Click on the "My Info" tab.

✓ Follow the directions given for selecting your worksite and command. You may also change your first and last name as well as your display name if you like (it is not necessary to do so).

✓ Click "Save" after you have made all of the necessary changes then click the "Devices" tab.

✓ Follow the directions given on the site to enter any additional contact information for devices you may want to receive notifications with (it is not mandatory to provide any of this information unless otherwise directed by your command). Click "Save".

✓ When complete, exit out of Self Service by closing your browser window.

PLEASE FOLLOW ALL DIRECTIONS CLOSELY. IF YOU DO NOT, THE SYSTEM WILL NOT BE ABLE TO CONTACT YOU.