MCB Quantico Mass Notification System Quick Start Guide

1. Logon to a MCB Quantico computer with your Government Issued Common Access Card (CAC).

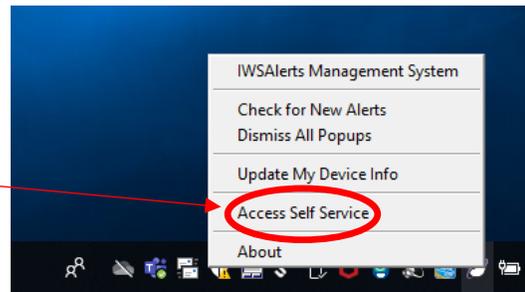2. Right click the "purple globe" on the bottom right toolbar of your desktop
    a. If there is no globe, left click on the down arrow (users may want to drag the globe down to the bottom tool bar)
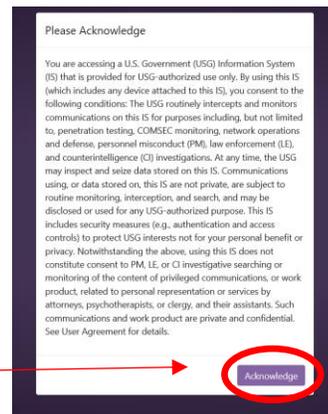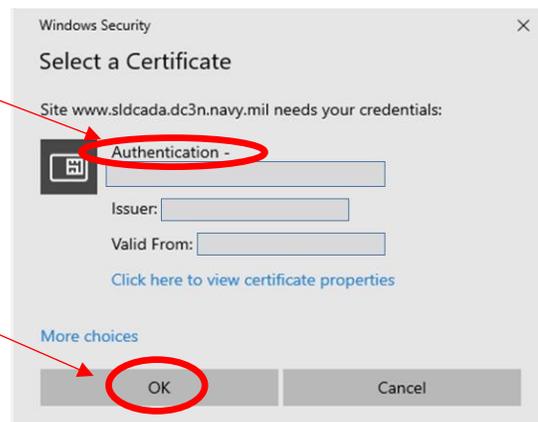   b. As an alternative, use the following link for Quantico:

https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060360

3. Left click on "Access Self Service"

4. Read and Acknowledge Banner Statement.

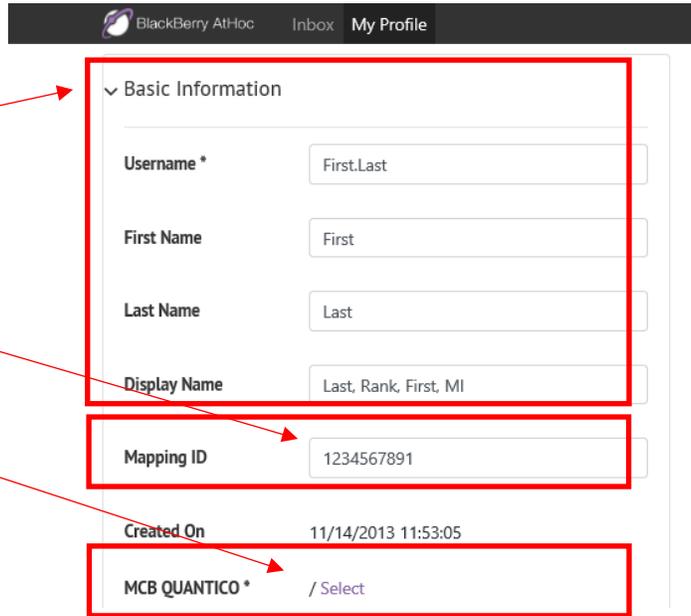5. If prompted, select "Authentication Certificate" then "OK"

5. Left click on "My Profile"
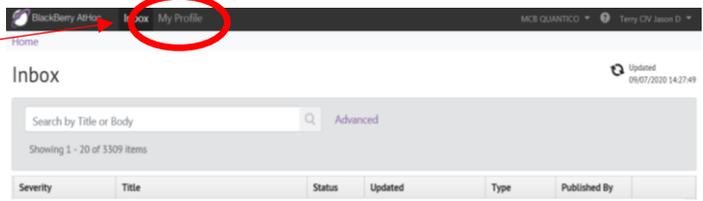
6. Scroll down to "Basic Information".
   a. Username, First Name, Last Name, and Display name should already be filled
   b. Do not change Mapping ID
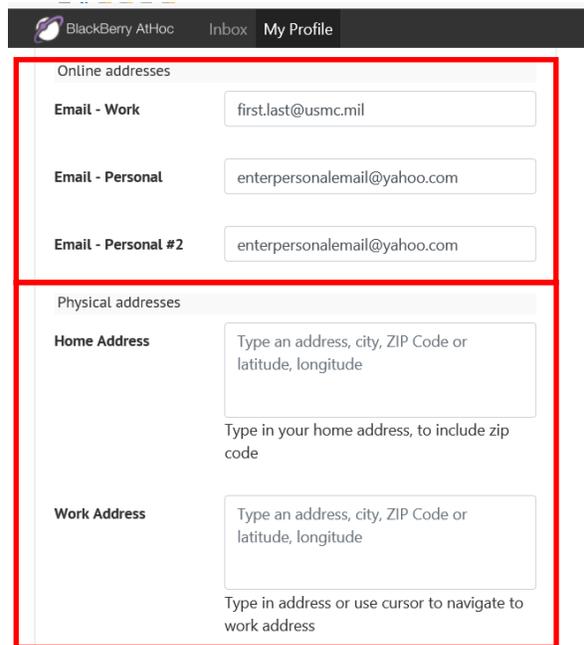   c. This box can be changed but is irrelevant.

   *MCB Quantico will not send notifications based on addresses or organizations
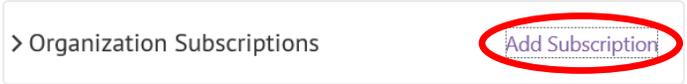
8. Insert email addresses

9. Enter physical addresses if desired

   *MCB Quantico will not send notifications based on physical addresses

9. If going TAD, you can temporarily subscribe to another installation by left clicking on "Add Subscription" and choosing the destination Installation from the drop down menu. Ensure you "unsubscribe" upon return.

> Organization Subscriptions   Add Subscription

10. Prior to exiting, left click on "Save" (top right of the screen)

Email registration problems to MCINCR_MA@usmc.mil