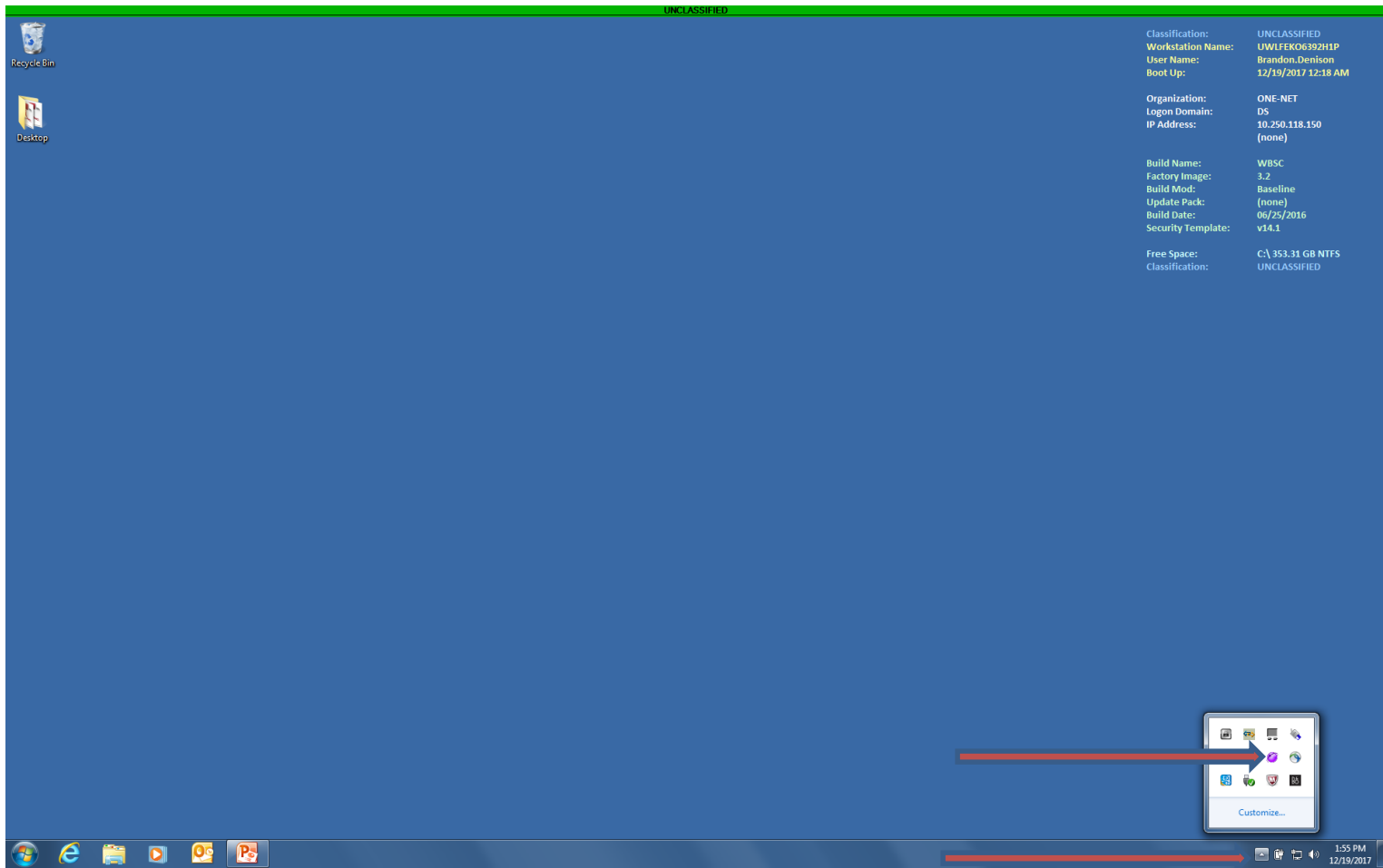


1. On the bottom right corner of screen; left click the small triangle to show hidden icons.
2. locate the purple globe icon; left click to open options and right click “access self service”

If you don't have the purple globe option, or the icon is gray, contact the CNFK Battle Watch



3. Left click the tab "my info"
4. Ensure first and last name is correct
5. For location, ensure the appropriate location is selected (this typically determines which messages you will be sent)
6. Left click "save" information changed from this screen

The screenshot displays a web browser window with the URL <https://waanfecdap01.fe.navy.mil/SelfService/MyInfo.aspx?sub=MYINFO>. The page title is "Commander Navy Region Korea CDNS". The user is identified as "Hello, MACS Denison". The page has three tabs: "Inbox", "My Info", and "Devices". The "My Info" tab is active, showing "User Information" and a "Basic Attributes" form. The "Basic Attributes" form includes fields for Username, First Name, Last Name, Display Name, Created On, Status, Pin, Organizational Hierarchy, Location, and Building No. The Location field has radio buttons for Busan, Chinhae, PIER, Seoul, and None. The Building No. field is a dropdown menu set to "Not Listed". There are "Save" and "Reset" buttons at the bottom of the form. Blue arrows point to the "My Info" tab, the "First Name" and "Last Name" fields, the "Location" radio button options, and the "Save" button at the bottom right.

UNCLASSIFIED

https://waanfecdap01.fe.navy.mil/SelfService/MyInfo.aspx?sub=MYINFO Self Service :: My Info

File Edit View Favorites Tools Help

Hello, MACS Denison | [Sign out](#) | [Help](#)

 Commander Navy Region Korea CDNS

Inbox My Info Devices

User Information

AUTHORITY: DODINST 6055.17, OPNAVINST 3440.17, CNICINST 3440.17, UFC 4-021-01, SORN 1754-4. PRINCIPAL PURPOSE(S): Computer Desktop Notification System (CDNS) serves as part of the Navy Region and Installation Mass Notification System (MNS). CDNS provides pop-up messages to the workstations attached to DoD Networks. In addition, CDNS has the capability to notify members in the database, via electronic mail and telephone, of real-world and exercise threat conditions. ROUTINE USE(S): The system utilizes primarily workstation pop-up messages for emergency alert notification but can utilize additional communications mediums based on the event severity. This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s). DISCLOSURE: Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.
Fields marked with * are mandatory.

Save Reset

Basic Attributes

Username *: Brandon.Denison

First Name: Brandon

Last Name: Denison

Display Name: MACS Denison

Created On: 12/28/2016 8:01:09 AM

Status *: Enabled

Pin:

Organizational Hierarchy *: /

Location: Busan
 Chinhae
 PIER
 Seoul
 None

Building No. *: Not Listed

Save Reset

2:00 PM 12/19/2017

7. Left click the tab “Devices”

8. Input email, phone, text messaging – The first word determines the type of notification

Phone: will receive verbal notification

Email: will receive email notification

Text messaging: will receive SMS text notification

Format for phone numbers is 0118210(last 8 digits of cell number)

Format for work phone is 011825033(last six digits of desk number)

8. Each line item will show as “Unrecognized format”; click “Accept As Is”

The screenshot shows a web browser window displaying the "Commander Navy Region Korea CDNS" Self Service Devices page. The browser address bar shows the URL: <https://waanfecdap01.fe.navy.mil/SelfService/Devices.aspx>. The page title is "Commander Navy Region Korea CDNS". The user is identified as "Hello, MACS Denison" with links for "Sign out" and "Help".

The page features a navigation menu with tabs for "Inbox", "My Info", and "Devices". A blue arrow points to the "Devices" tab. Below the navigation menu, there is a section titled "Self Service Devices" with a mobile phone icon and a detailed description of the system's purpose and routine use. Below this, there are "Save" and "Reset" buttons.

The "Mandatory Devices" section includes a text box for "Telephone/SMS entry format" and a note: "Telephone/SMS entry format: 011-Country code-City code-Local Number, Example: Italy: 39, EX: 01139YYXXXXXX For extensions, enter an X after the phone number followed by the extension number and click 'Accept as is!' before saving." Below this, there are input fields for "Email - Work - Primary" (containing "brandon.denison@fe.navy.mil"), "Phone - Work" (containing "+8205033638041"), and "Optional Devices".

The "Optional Devices" section includes a note: "** Note: Mobile Phone/SMS required for government provided phones". Below this, there are input fields for "Phone - Mobile" (containing "011821039761612"), "Text Messaging" (containing "011821039761612"), "TTY/TDD Phone", "Fax", "Email - Home" (containing "bsdenison@gmail.com"), "Phone - Home", "Pager (Numeric)", "Pager (One Way)", and "Pager (Two Way)". Each pager field has a "Select Carrier" dropdown menu.

Blue arrows on the left side of the page point to the "Devices" tab, the "Mandatory Devices" section, the "Optional Devices" section, and the "Email - Home" field.

The Windows taskbar at the bottom shows the system clock as 2:06 PM on 12/19/2017.

9. Scroll down to add family member data; If you need more family members added, contact me

10. Remember to left click "Save"

If you want to check your devices, contact the CNFK Battle Watch to send a TEST to devices assigned to your username

UNCLASSIFIED

https://waanfedap01.fe.navy.mil/SelfService/Devices.aspx Self Service :: Devices

File Edit View Favorites Tools Help

Severity: This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s).
DISCLOSURE: Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.
Fields marked with * are mandatory.

[Save](#) [Reset](#)

Mandatory Devices

Telephone/SMS entry format: 011-Country code-City code-Local Number, Example: Italy: 39, EX: 01139YYYYXXXXXX For extensions, enter an X after the phone number followed by the extension number and click "Accept as is!" before saving.

Email - Work - Primary:

Phone - Work:

Optional Devices

** Note: Mobile Phone/SMS required for government provided phones

Phone - Mobile:

Text Messaging:

TTY/TDD Phone:

Fax:

Email - Home:

Phone - Home:

Pager (Numeric):

Pager (One Way):

Pager (Two Way):

Dependent Devices

** Note: For phone/text message delivery, enter your telephone number in the same format as the telephony devices above and click "Accept as is!" before saving.

Phone - Dependent 1:

Text (SMS) Dependent 1:

Email - Dependent 2:

Phone - Dependent 2:

Text (SMS) Dependent 2:

[Save](#) [Reset](#)

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2:21 PM 12/19/2017