

Web Self-Service Registration



USAG Benelux AtHoc Quick Reference Guide

User

Step 1: Use the below link the access USAG Benelux Alerting System (BAS)
<https://warnings1.army.mil/SelfService/2026331>

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

Display Name: Delete number in the Mapping ID field and replace with your **First Name** space **Last Name**

Mapping ID: DoD ID number from back of CAC card. It will self-populate

Step 3: **Select your organization:** /

Click on the purple slash / to open organizational position screen

Organizational Hierarchy: / Click on the purple slash / to open organizational position screen. Click on the arrow next **USAG Benelux** to display hierarchy. To view tenant organizations select **Tenants** from dropdown menu then click arrow next **Tenants**. Select appropriate unit and click the **Apply** tab



<p>Step 4: Click on dropdown arrow to select Primary Duty Location</p> <p>Step 5: If you have a children in CYSS click on dropdown arrow to select appropriate CYSS</p> <p>Step 6: Click on dropdown arrow to select Duty Status</p> <p>Step 7: : If you have US children in school click on dropdown arrow to select appropriate School</p>	
<p>Step 8: Add user telephone and email contact information. Phone numbers should be formatted as if they originate in the states:</p> <p>Format: 011-then country code-then local number minus the zero. Example: 011-3268275173</p> <p>Important Note: You will receive a format error click “accept as is” to complete phone number entry.</p> <p>Work phone and work email are mandatory. Home Phone, Personal Phone; Text Messaging and Home email are highly encouraged. Government cell phones are mandatory.</p> <p>Physical addresses are not required at this time.</p>	
<p>Questions? For detailed instructions click on the question mark in the upper right hand corner of the Home page.</p>	<p>Need further guidance? Contact the EM2P Help Desk at 866-515-0551, or by email: em2phelpdesk@leidos.com</p>