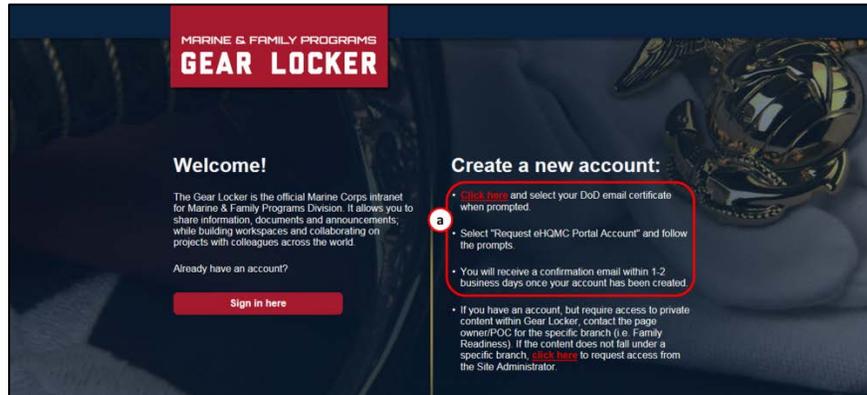


To Gain Access to the Transition Readiness Gear Locker Page

Navigate to the Gear Locker

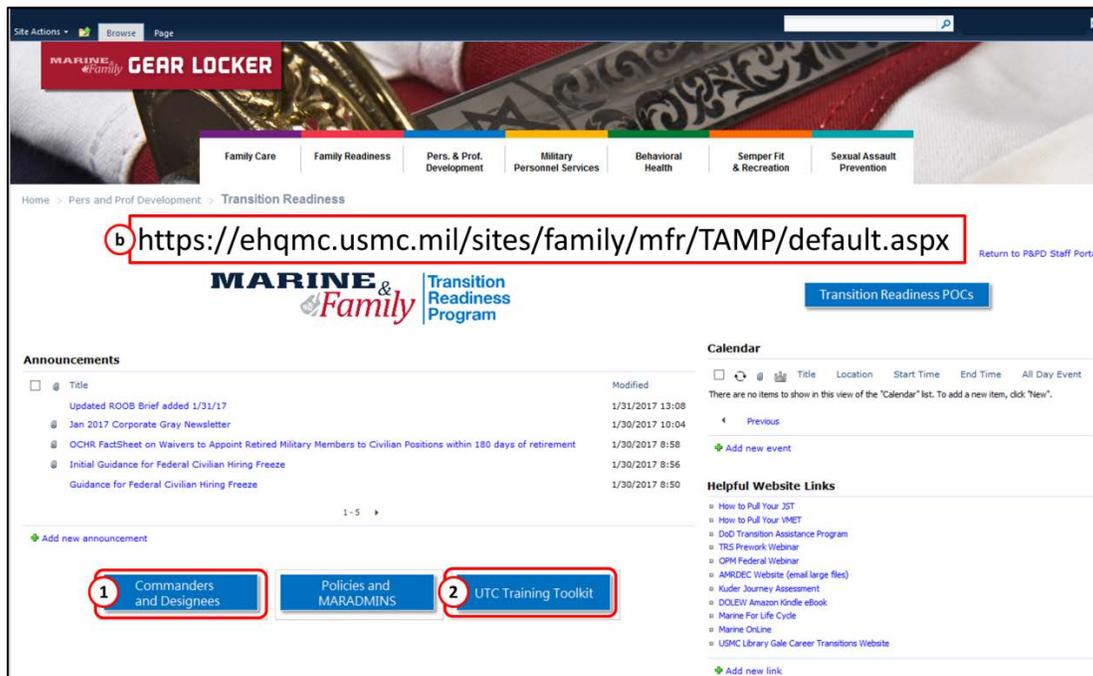
- a) Go to <http://thegearlocker.org> and request access (takes 1-2 days).



The Gear Locker Access Point

Navigate to the Transition Readiness Program Gear Locker Page

- b) Once you are granted access, please visit and bookmark the Transition Readiness page:
<https://ehqmc.usmc.mil/sites/family/mfr/TAMP/default.aspx>



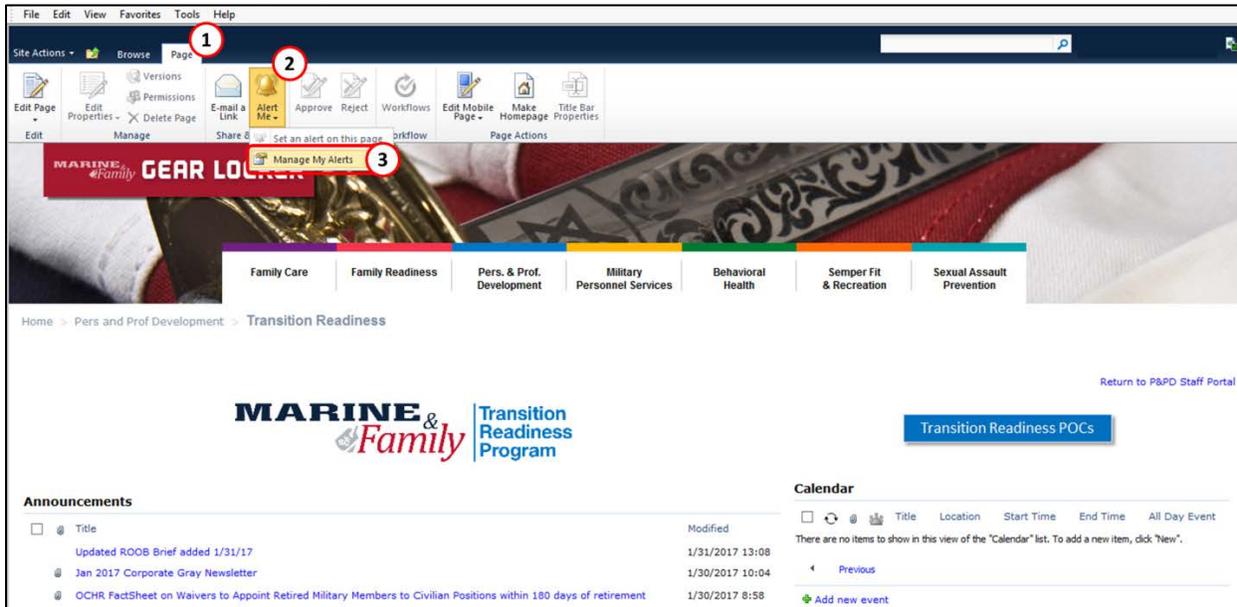
Transition Readiness Program Gear Locker Page

To view current Transition Readiness Training Materials

- 1) Select the blue “Commanders and Designees” button to access current Transition Readiness Training Materials for Commanders and Designees
- 2) Select the blue “UTC Training Toolkit” button to access current Transition Readiness Training Materials for Unit Transition Coordinators (UTCs)

Set Up Alerts When Changes are Made to Transition Readiness Training Materials for either Commanders and Designees or UTCs

- 1) Go to the "Page" ribbon at the top of the page
- 2) Select "Alert Me"
- 3) Select "Manage My Alerts"



Manage My Alerts Selection

- 4) Select "Add Alert"



Add Alert

- 5) Choose "Transition Readiness Training Materials"
- 6) Select the "Next button"

Home > Pers and Prof Development > Transition Readiness

Choose a List or Document Library
 Select a list or document library that you want to keep track of. You may also view the contents of a list and then track one of the individual items. After creating an alert, you'll receive notification of changes.

- Employment and Training Opportunities
View this list...
- Internal Communication
Share a document with the team by adding it to this document library. View this list...
- 5** **Transition Readiness Training Materials**
View this list...
- Picture Library
View this list...
- Announcements
Use the Announcements list to post messages on the home page of your site. View this list...
- Calendar
Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events. View this list...
- Discussion
Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team. View this list...
- FAQs
View this list...
- Links
Use the Links list for links to Web pages that your team members will find interesting or useful. View this list...
- Questions
View this list...
- TAMP Test
View this list...
- Tasks
Use the Tasks list to keep track of work that you or your team needs to complete. View this list...

6 Next Cancel

Select Transition Readiness Training Materials

- 7) give it a title, frequency, any other details
- 8) save!

Home > Pers and Prof Development > Transition Readiness

OK Cancel

Alert Title
 Enter the title for this alert. This is included in the subject of the notification sent for this alert.
 Transition Readiness Training Materials

Send Alerts To
 You can enter user names or e-mail addresses. Separate them with semicolons.
 Users:
 Laskowsky Civ Katrina G ;

Delivery Method
 Specify how you want the alerts delivered.
 Send me alerts by:
 E-mail katrina.laskowsky@usmc.mil
 Text Message (SMS)
 Send URL in text message (SMS)

Change Type
 Specify the type of changes that you want to be alerted to.
7 Only send me alerts when:
 All changes
 New items are added
 Existing items are modified
 Items are deleted

Send Alerts for These Changes
 Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
 Send me an alert when:
 Anything changes
 Someone else changes a document
 Someone else changes a document created by me
 Someone else changes a document last modified by me

When to Send Alerts
 Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)
 Send notification immediately
 Send a daily summary
 Send a weekly summary
 Time:
 Tuesday 07:00

8 OK Cancel

Set Alert Details and Save