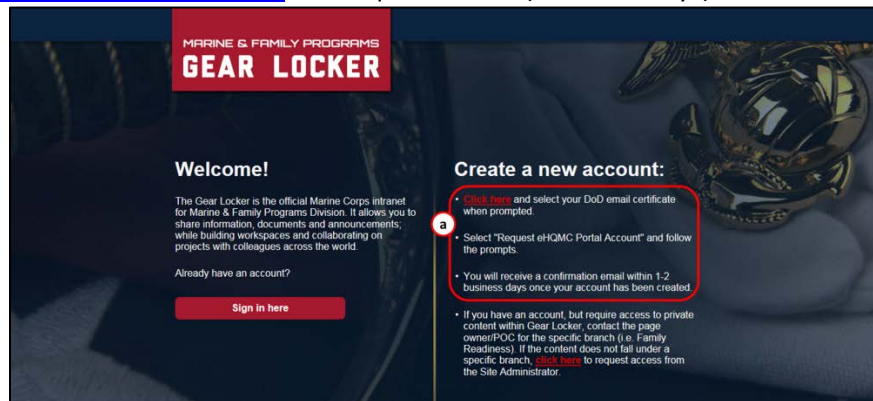


To Gain Access to the Transition Readiness Gear Locker Page

Navigate to the Gear Locker

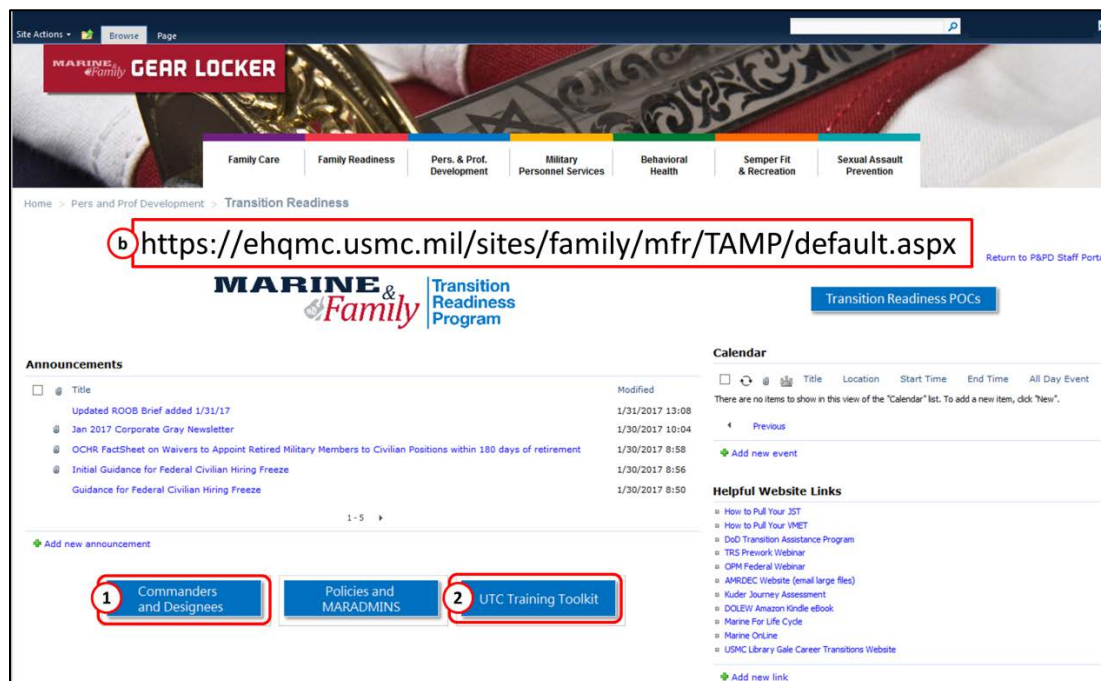
- a) Go to <http://thegearlocker.org> and request access (takes 1-2 days).



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>



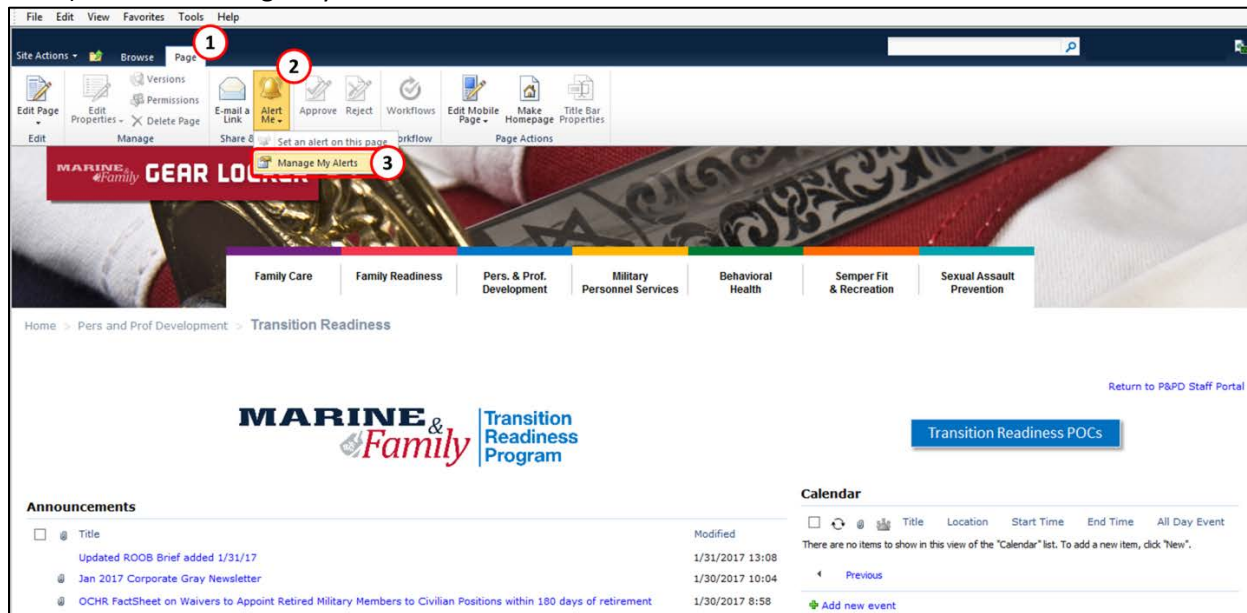
Transition Readiness Program Gear Locker Page

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)

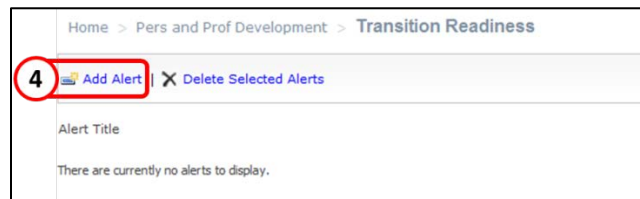
Set Up Alerts When Changes are Made to Transition Readiness Training Materials for either Commanders and Designees or UTCs

- 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.

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Delivery Method
Specify how you want the alerts delivered.

Change Type
Specify the type of changes that you want to be alerted to.

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.

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Transition Readiness Training Materials

Users:
Laskowsky Civ Katrina G ;

Send me alerts by:
☒ E-mail katrina.laskowsky@usmc.mil
☐ Text Message (SMS)
☐ Send URL in text message (SMS)

Only send me alerts when:
☒ All changes
☐ New items are added
☐ Existing items are modified
☐ Items are deleted

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

7

☒ Send notification immediately
☐ Send a daily summary
☐ Send a weekly summary

Time:
Tuesday 07:00

8 [OK](#) [Cancel](#)

Set Alert Details and Save