To Gain Access to the Transition Readiness Gear Locker Page

Navigate to the Gear Locker

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

MERINE & FAMILY PROGREMS	
Welcome!	Create a new account:
The Gear Locker is the official Marine Corps intranet for Marine & Family Programs Division. It allows you to share information, documents and announcements projects with colleagues a cross the world Aready have an account? Bign in here	Siler two: and select your DoD email certificate when prompted Select "Request eH/MC Portal Account" and follow the prompts Select "Request eH/MC Portal Account" and follow the prompts You will receive a confirmation email within 1-2 business days once your account thas been created Justimess days once your account that been created Tryot phase an account, phase been the page remains the page remains the page remains the format provide require access form the Site Administrator

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: <u>https://ehqmc.usmc.mil/sites/family/mfr/TAMP/default.aspx</u>

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Add new announcement Add new announcement Commanders		 How to Pull Your WET DoD Transition Assistance Prog TRS Prevoik Webnar ORH Rederal Webnar OHR Rederal Webnar MARECE Webste (email large 4 Kuder Journey Assessment DOLEW Awazon Kinde elsoik Manne Por Life Cycle Manne Ortune USKC Library Cale Career Tran Manke Net Nick 	lles)	

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"

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Updated ROOB Brief added 1/31/17 Jan 2017 Corporate Gray Newsletter	Modified There are no items to show in this view of the "Calendar" list. To add a new item, click "New". 1/31/2017 13:98 1/30/2017 10:04 Previous		
Ø OCHR FactSheet on Waivers to Appoint Retired Military Members to Civilian Positions within 180 days of retirement	1/30/2017 8:58 Add new event		

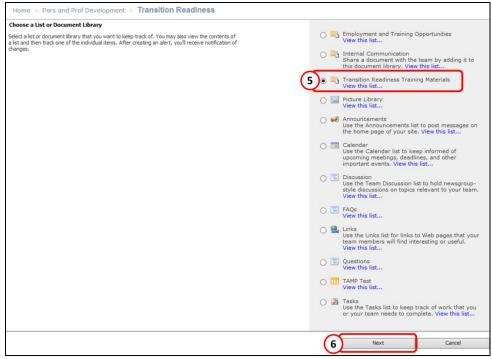
Manage My Alerts Selection

4) Select "Add Alert"



Add Alert

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



Select Transition Readiness Training Materials

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

	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 ; B_/_S				
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)				
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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:				
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Set Alert Details and Save