



Desktop Alert

Updating Personal Device Information
on the
usma.edu Network

IT IS THE RESPONSIBILITY OF THE SERVICEMEMBER/SPONSOR TO ENSURE THEIR DEVICES ARE UPDATED AT ALL TIMES- THIS INCLUDES SPOUSE'S DEVICE INFORMATION!



Desktop Alert



 Desktop Alert

Home

 Kristen Barney ▾

Inbox

Show expired alerts

Title

Date

No alerts

Bulletins

No bulletins

Links

No links

5.1.6.0 © Desktop Alert

After you right click on the Desktop Alert Icon at the bottom right side of your computer

You will see your name in the top right corner hit the drop down menu which will take you to preferences



Desktop Alert



⚡ Desktop Alert

Home Kristen Barney ▾

Preferences

Profile **Devices** Keywords Download

Username USMAEDU\Kristen.Barney

First Name

Last Name

Email

New Password
(Leave blank to stay the same.)

PIN Code

Save Changes

5.1.6.0 © Desktop Alert

- **Once on this screen click on devices**



Desktop Alert



Preferences

[Profile](#) [Devices](#) [Keywords](#) [Download](#)

Email

Email Address		
<input type="text"/>		+ Add

SMS

SMS Number	Carrier		
845-555-1212	Verizon	<input checked="" type="checkbox"/> Enabled	Delete
<input type="text"/>	Select Carrier <input type="button" value="v"/>		+ Add

Phone

Phone Number	Phone Type	Order		
845-555-1212	Work Phone	<input type="button" value="↑"/> <input type="button" value="↓"/>	<input checked="" type="checkbox"/> Enabled	Delete
845-555-1212	Cell Phone	<input type="button" value="↑"/> <input type="button" value="↓"/>	<input checked="" type="checkbox"/> Enabled	Delete
<input type="text"/>	Cell Phone <input type="button" value="v"/>			+ Add

- This screen will show you what devices are currently being used (default)



Desktop Alert



Preferences

- To add your home email address simply type the address and click add
- Your work email address is set by default

Email Address		
<input type="text"/>		<input type="button" value="+ Add"/>

SMS

SMS Number	Carrier		
<input type="text" value="845-555-1212"/>	Verizon	<input checked="" type="checkbox"/> Enabled	<input type="button" value="Delete"/>
<input type="text"/>	Select Carrier		<input type="button" value="+ Add"/>

Phone

Phone Number	Phone Type	Order		
<input type="text" value="845-555-1212"/>	Work Phone	<input type="button" value="↑"/> <input type="button" value="↓"/>	<input checked="" type="checkbox"/> Enabled	<input type="button" value="Delete"/>
<input type="text" value="845-555-1212"/>	Cell Phone	<input type="button" value="↑"/> <input type="button" value="↓"/>	<input checked="" type="checkbox"/> Enabled	<input type="button" value="Delete"/>
<input type="text"/>				<input type="button" value="+ Add"/>

To add or change a phone number simply type the number, choose a carrier, and click add. Use the dropdown box to find your service provider – ensure you choose the right carrier.



Desktop Alert



Desktop Alert

Home Jonathan.Allen

Preferences

Profile Devices Keywords Download

Username USMAEDUJonathan.Allen

First Name

Last Name

Email

New Password
(Leave blank to stay the same.)

PIN Code

Save Changes

5.1.6.0 © Desktop Alert

Ensure to go back to the Profile homepage and save all changes.

★ FACT- Other than the individual, the Administrators for the system are the only ones that can view your device information.