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

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

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

Desktop Alert

• Once on this screen click on devices

Desktop Alert

Preferences

Profile **Devices** Keywords Download

Email

Email Address		
		+ Add

SMS

SMS Number	Carrier		
845-555-1212	Verizon	☑ Enabled	🗑 Delete
	Select Carrier ▾		+ Add

Phone

Phone Number	Phone Type	Order		
845-555-1212	Work Phone	↑ ↓	☑ Enabled	🗑 Delete
845-555-1212	Cell Phone	↑ ↓	☑ Enabled	🗑 Delete
	Cell Phone ▾			+ Add

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

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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.