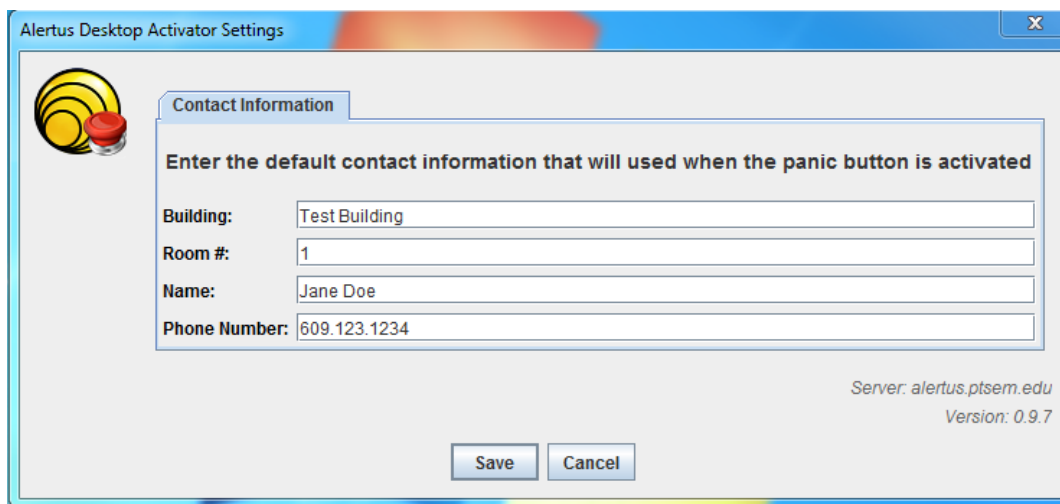


Alertus Desktop Activator Setup Instructions

The purpose of this button is to alert the security team of a security emergency at a staff member's specific location on campus. **In order to be able to identify where a particular staff member is on campus you will be prompted to complete the following form the next time you log into your machine, after today's software deployment.** It is important that all staff take the time to fill out this form so that, in case of an emergency, our first responders can locate staff members quickly and efficiently.

If you do not receive the Desktop Activator update and believe you should have, please contact Josh Cradic in IT Services (josh.cradic@ptsem.edu or ext 1979).

To be sure, the prompted form will look like this:

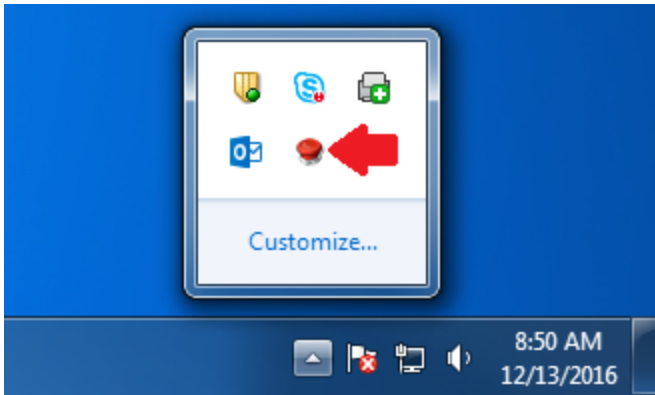


This icon will appear on your desktop and look like this:



It will also appear in your system tray in the bottom right corner of your screen:





You can also edit this information at any time by right clicking the Alertus Activator button icon in your system tray and selecting the 'Settings' option as follows:

