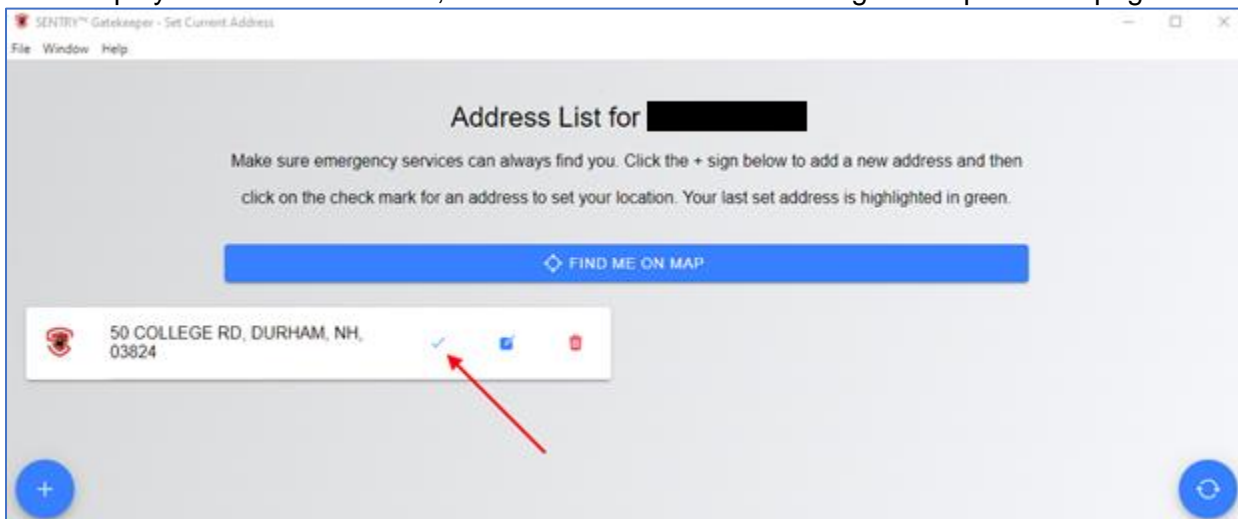# SENTRY Gatekeeper GUIDE

Overview

- For SENTRY Gatekeeper to work, you need to be logged into a USNH Institution VPN.
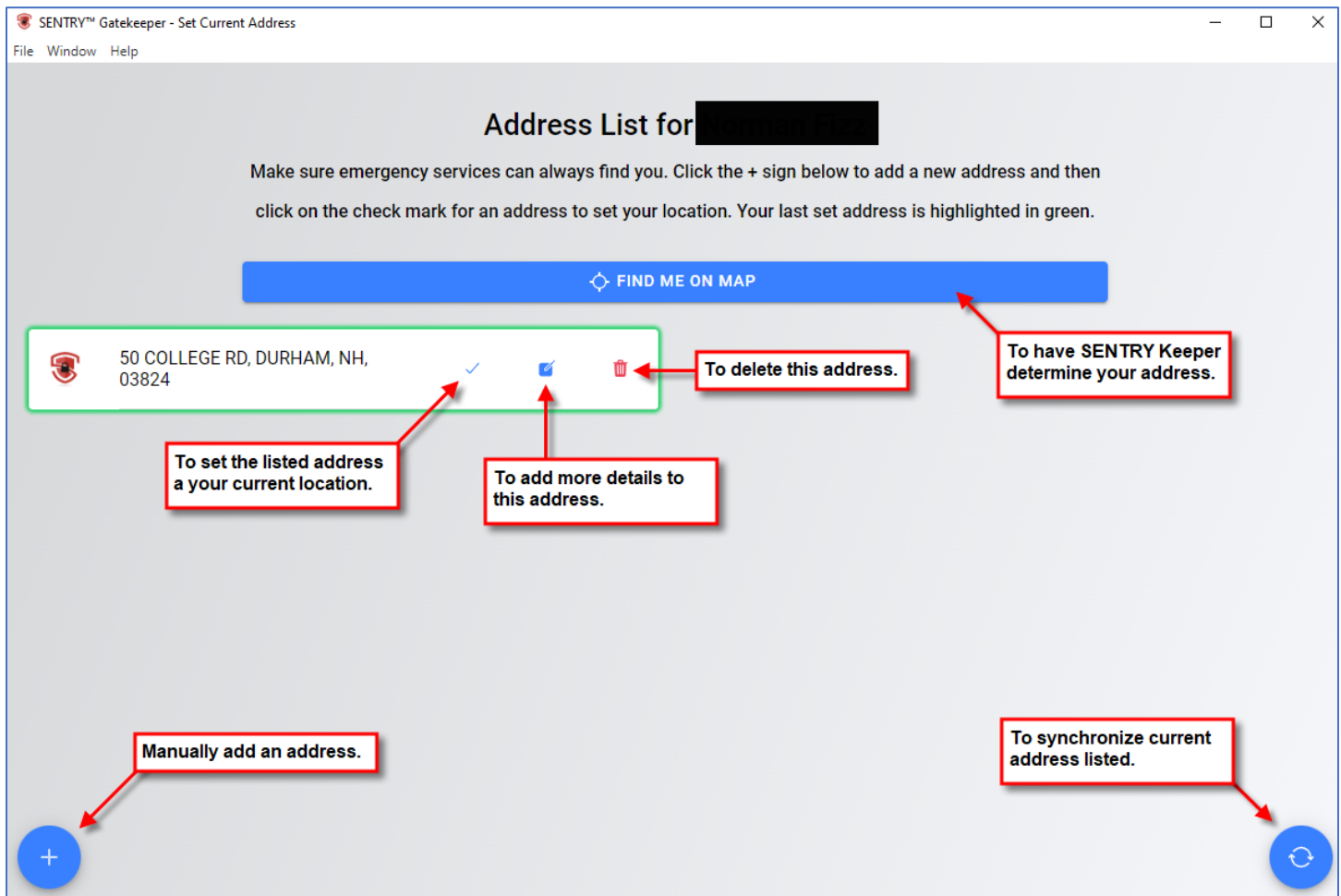
Using Sentry Gatekeeper
- For SENTRY Gatekeeper to work, you need to be logged into a USNH Institution VPN.

1. After opening SENTRY Gatekeeper.
    a. If the displayed location is correct, select the "check mark" – icon go to step no.2 on page no.4.

    b. If the In the displayed location is incorrect, press the "FIND ME ON MAP" – button, go to step no.1 on page no.5.
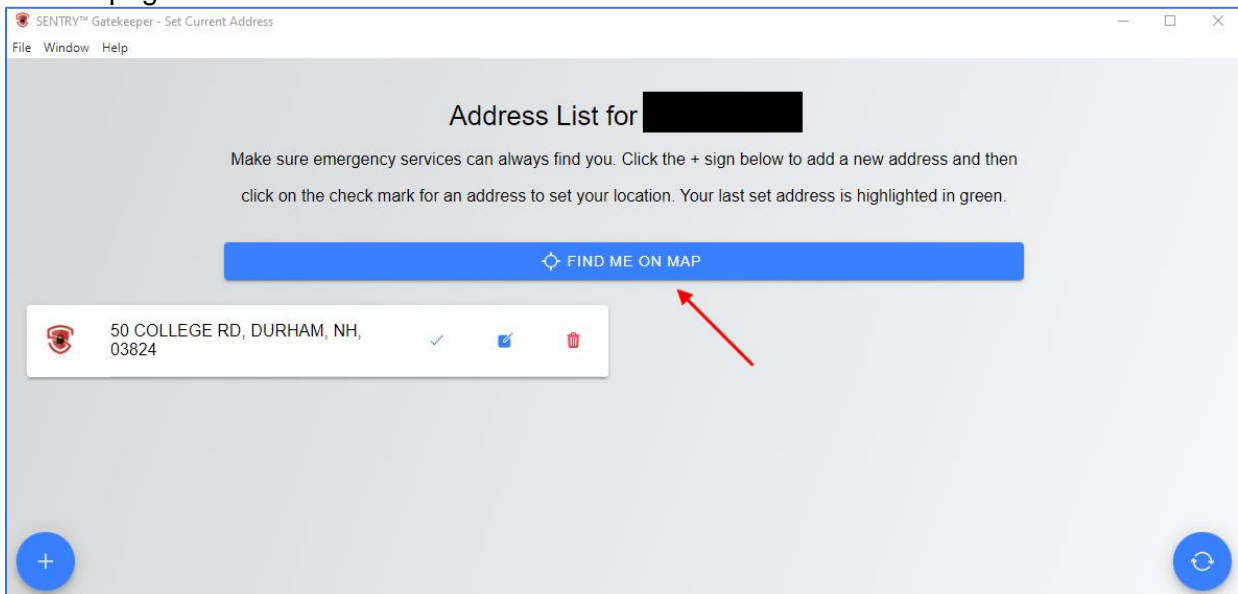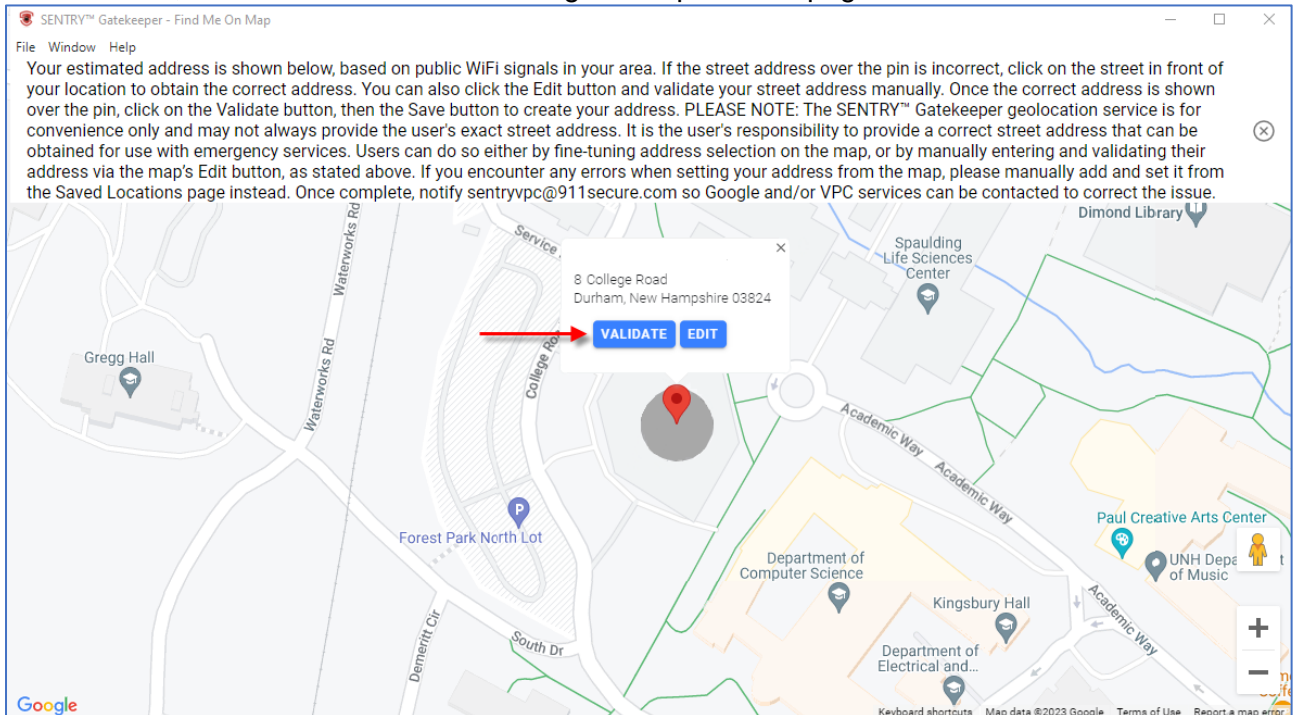
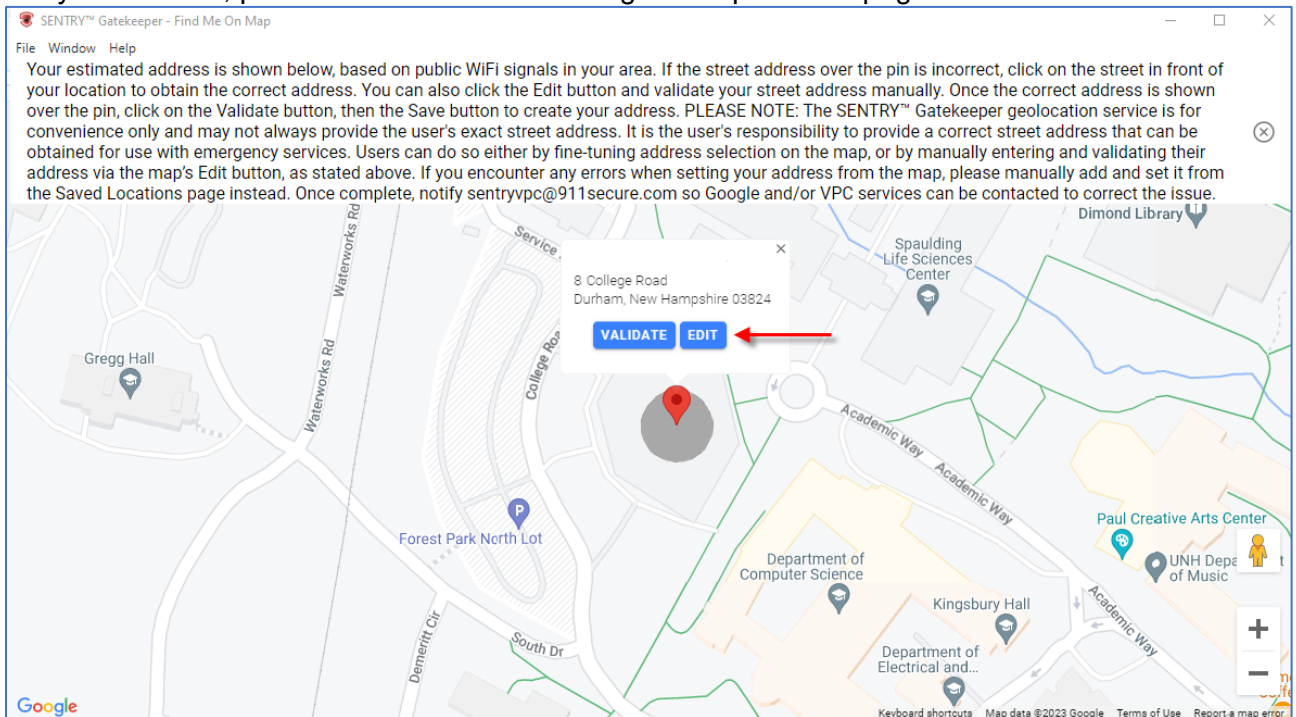2. In the updated "Windows", select the "-" – icon to minimize the window.
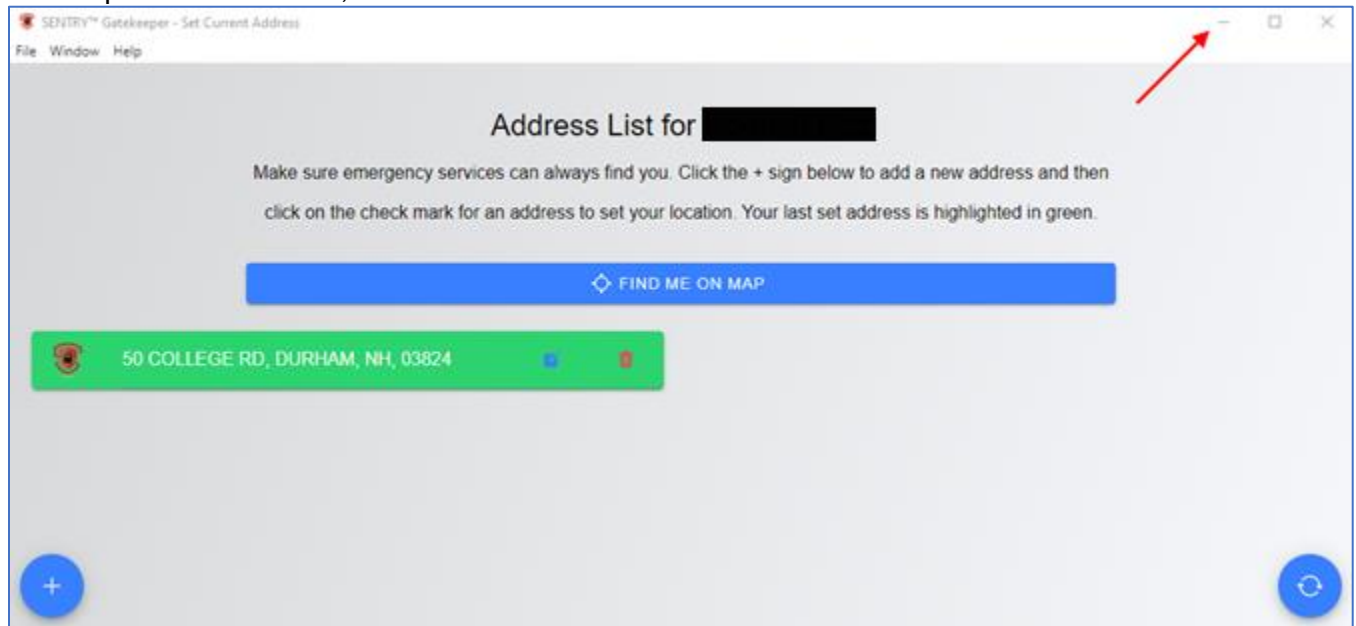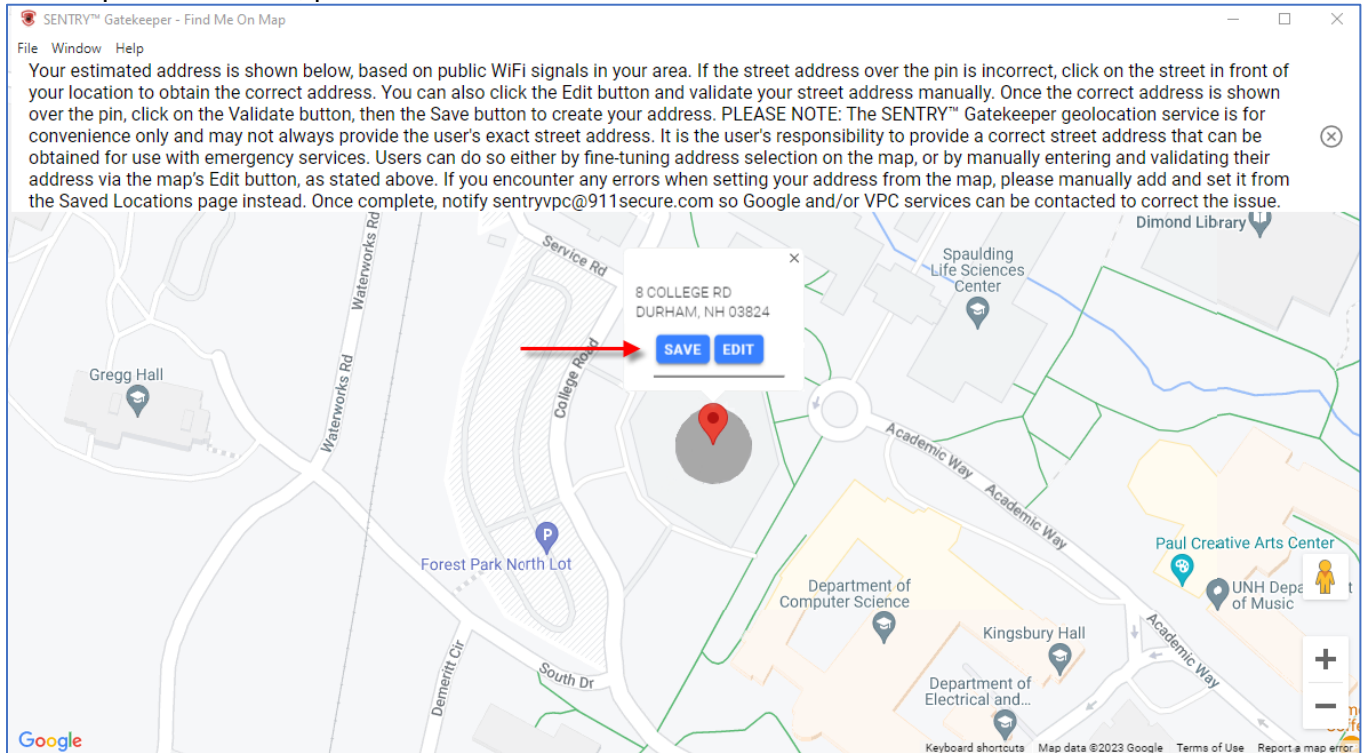

Done.

1. If the result is:
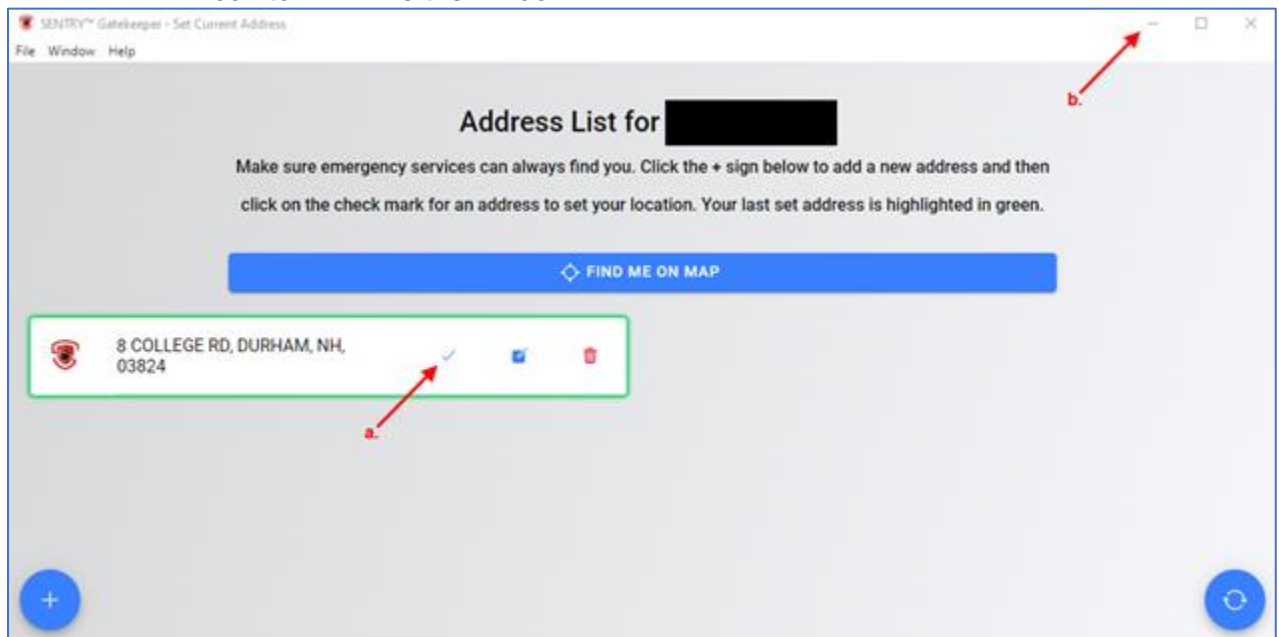   a. Your location, the "VALIDATE" button and go to step no.2 on page no.6.

   b. Not your location, press the "EDIT"- button and go to step no.1 on page.7.

2. In the updated window, press the "SAVE" – button.

3. In the updated window.
   a. Select the "check mark" – icon.
   b. Select the "-" – icon to minimize the window.

DONE.

1. In the updated window,
    a. Select the "house" – icon.
    b. Update "Address Line 1".
    c. If needed, update the "City/Town",
    d. If needed, update the "State".
    e. If needed, update the "Zip Code".
    f. Select "VALIDATE".
    g. Select "APPLY".

2. In the updated window, press the "SAVE" – button.

3. In the updated window,
   a. Select the "check mark" – icon.
   b. Select the "-" – icon to minimize the window.

DONE.