STEP 1:

Go to: <mark>https://milconnect-pki.dmdc.osd.mil/milconnect/</mark>

(Select e-mail certificate and enter PIN if requested and click "**OK**")

STEP 2:

Click on the "**Update personal contact info**" button located on the left-hand side of the screen
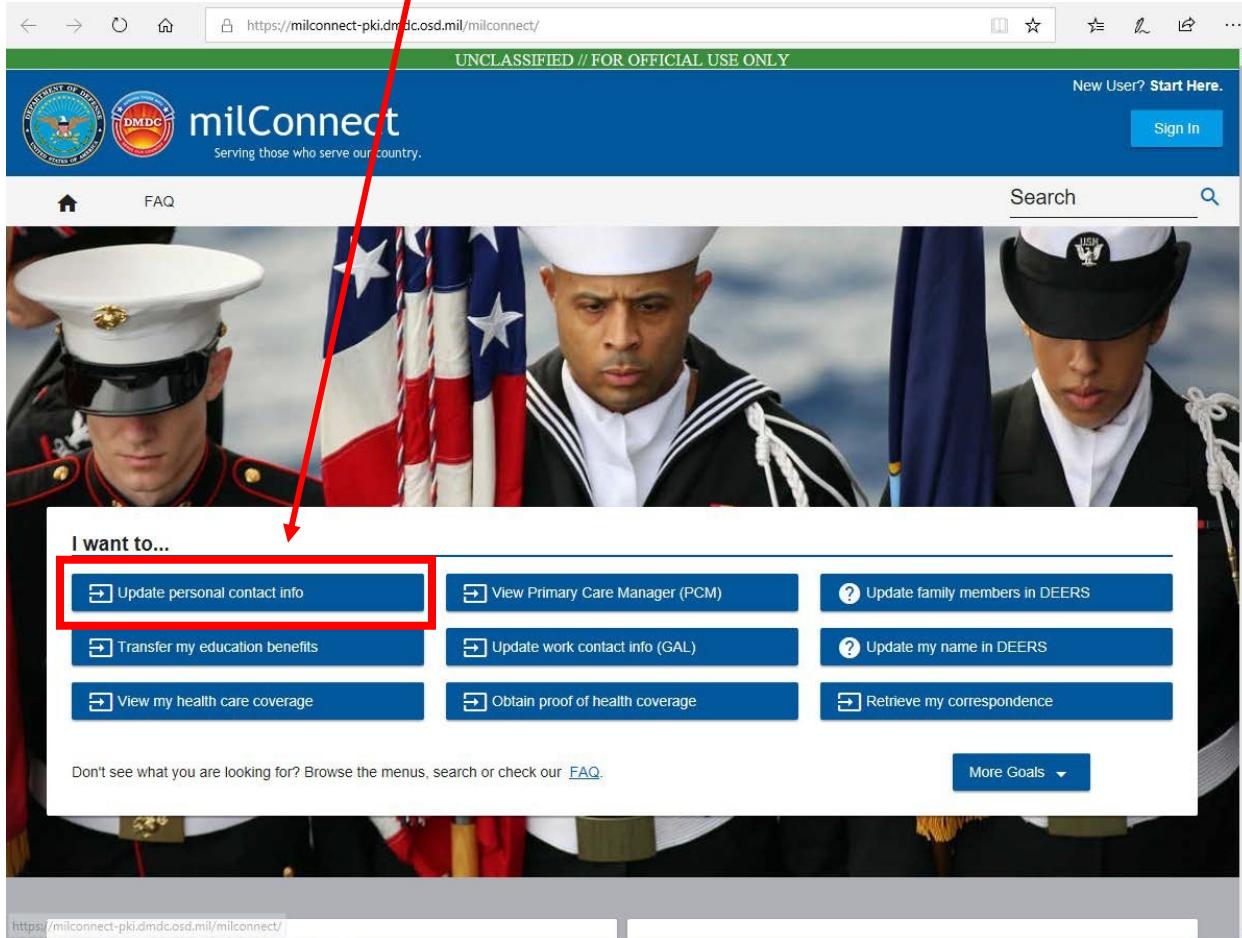
STEP 3:

A DS LOGON screen will appear, select **"<mark>CAC</mark>"** located in the middle of the screen, and then click on the "<mark>**Login**</mark>" button
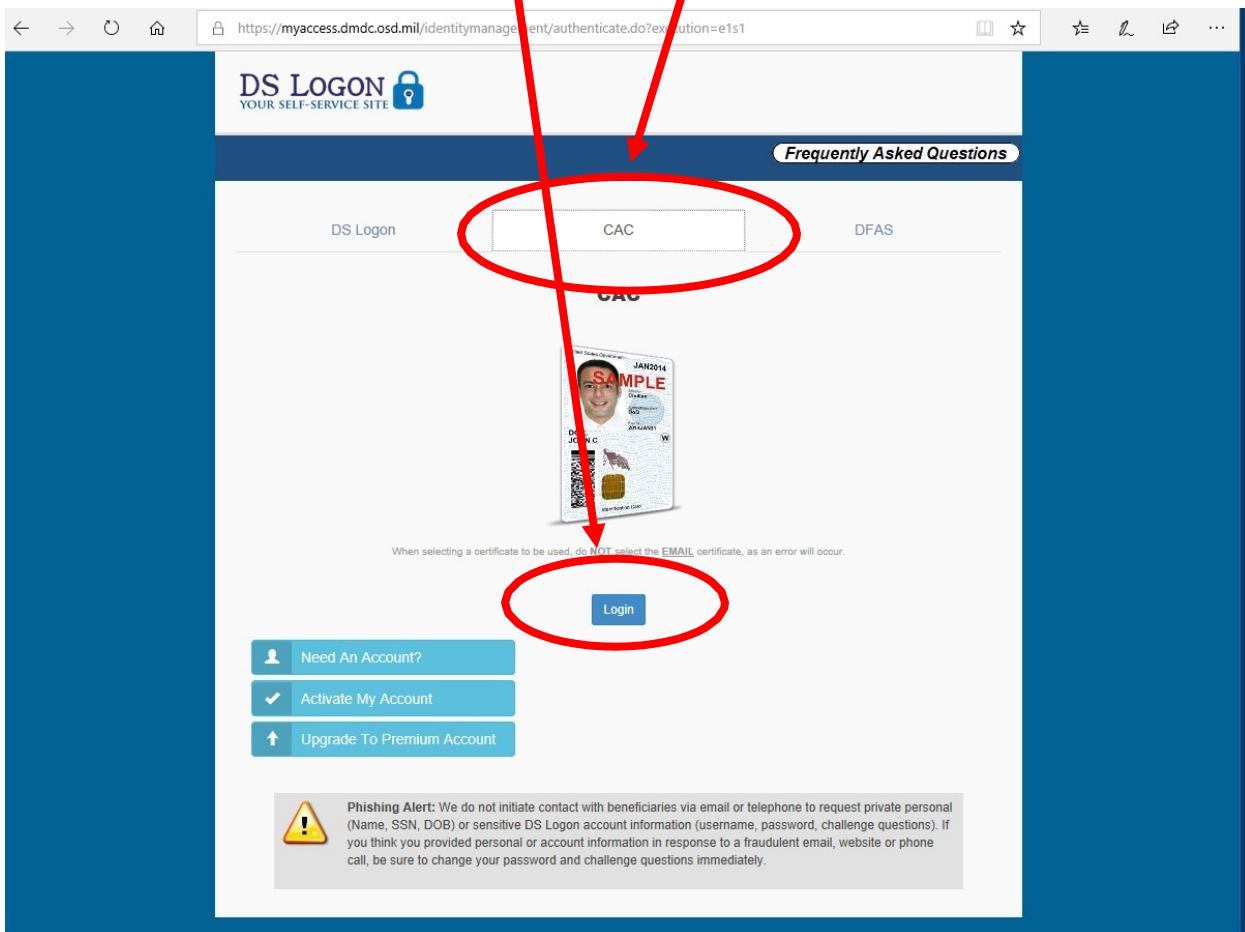
STEP 4:

Select your <u>e-mail certificate</u>, and click "**OK**"
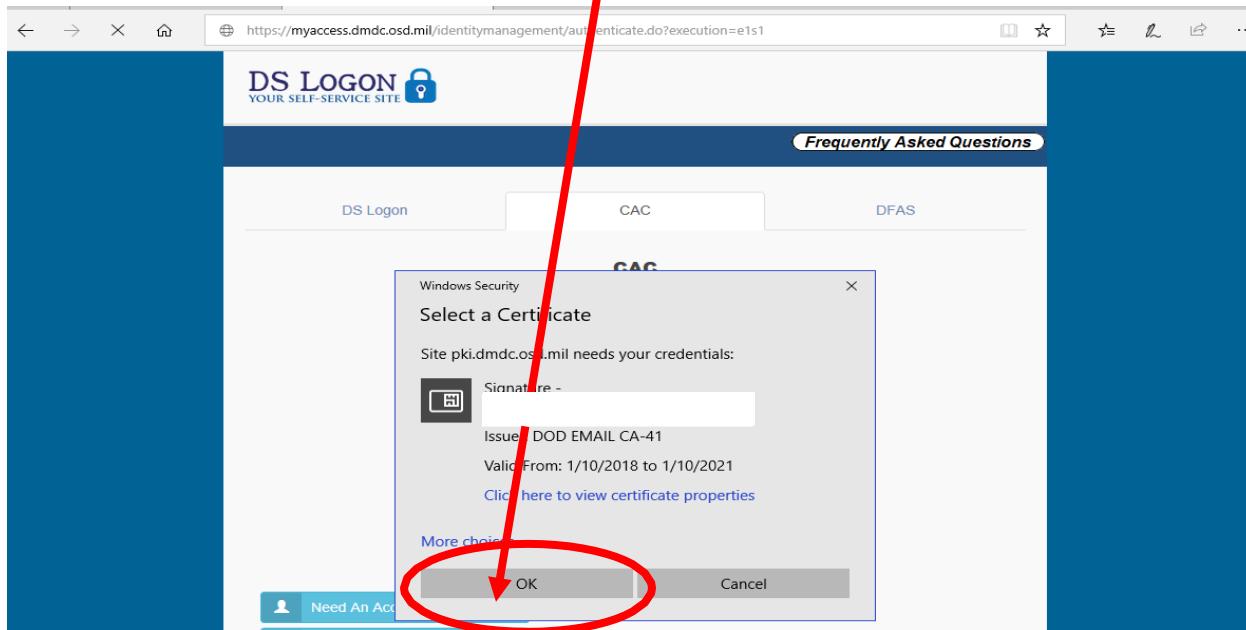
STEP 5:

A Self-Service Consent to Monitor screen will appear, click on the "**OK**" button
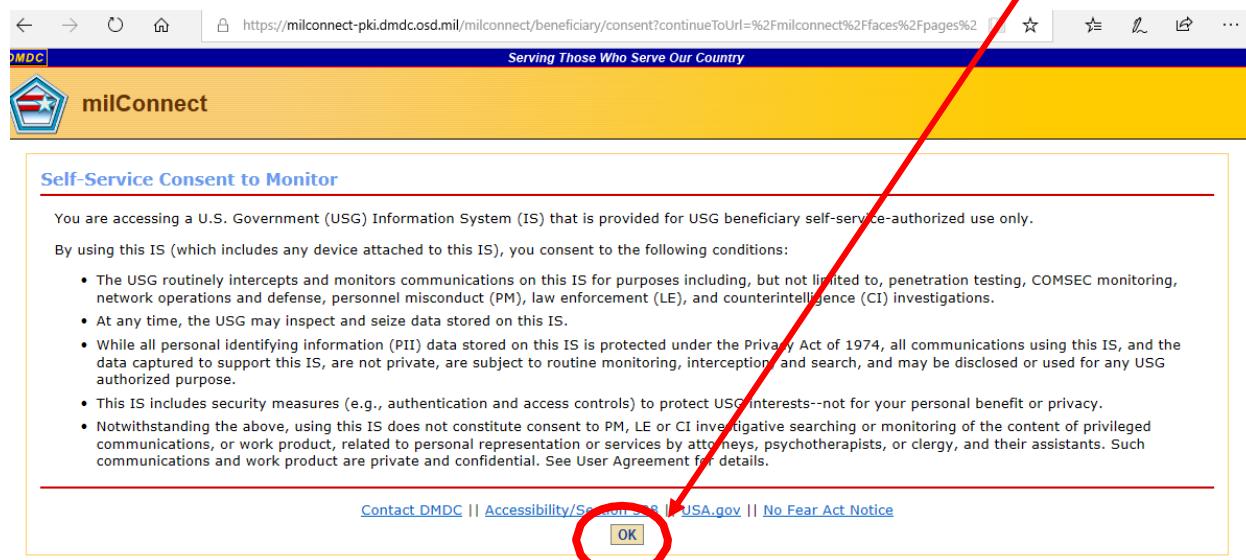
STEP 6:

On the "**Update and View My Profile**" screen, select the "**CIV**", "**MIL**" or "**CTR**" tab. On the "CIV", "MIL" or "CTR" tab, you will be updating::

1. **Duty Sub Organization***
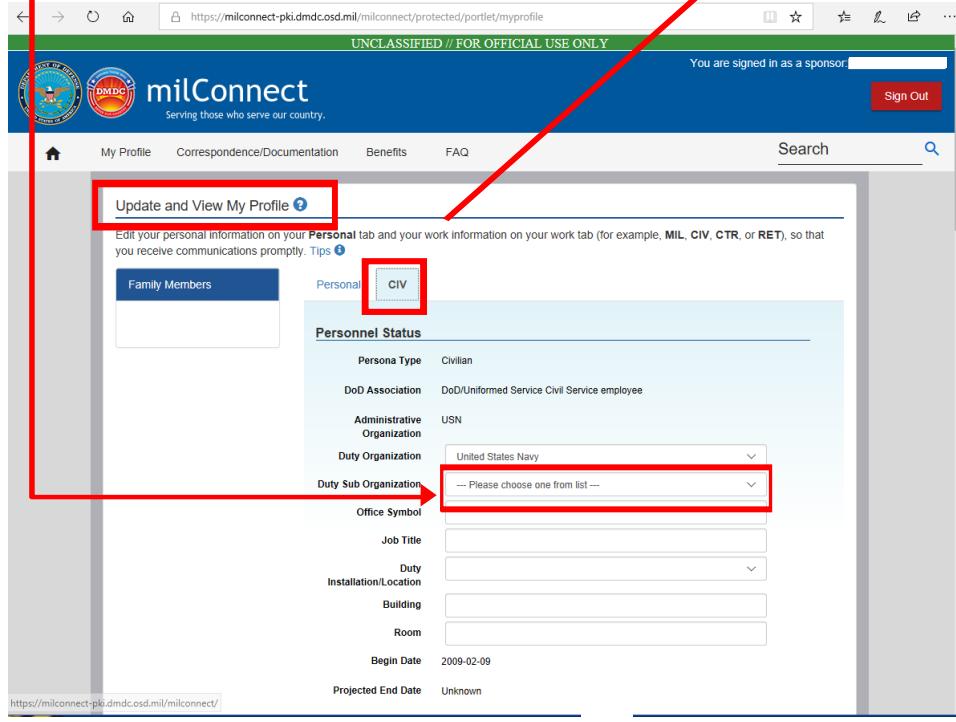
Select the "**Duty Sub Organization**" **drop down list**, and then scroll approximately 40% of the way down until you reach the "Navy Reserve Forces Command Norfolk VA" section.   And Duty Install Location, "Naval Support Activity Hampton Roads, VA."

Example: Duty Sub Organization Selection
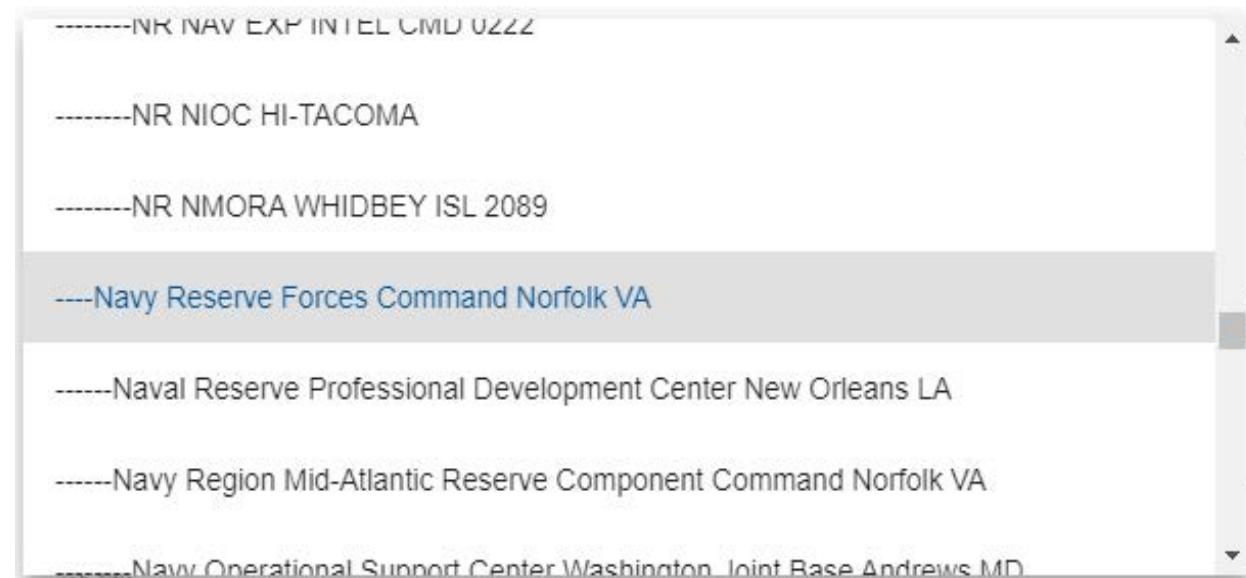
STEP 7:

Verify your email is correct under the "Personnel Email Addresses." This should be the same as your NMCI Email Address.

If the email address listed here is your NMCI email address, proceed to step 8.

If these addresses don't match, follow the steps in Appendix 1 to update your CAC via the Rapids Self-Service (RSS) website (https://pki.dmdc.osd.mil/self_service/).

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STEP 8:

Once the "Sub Duty Organization", is updated and "Personnel Email Addresses" verified, scroll down to the bottom of the page and click the
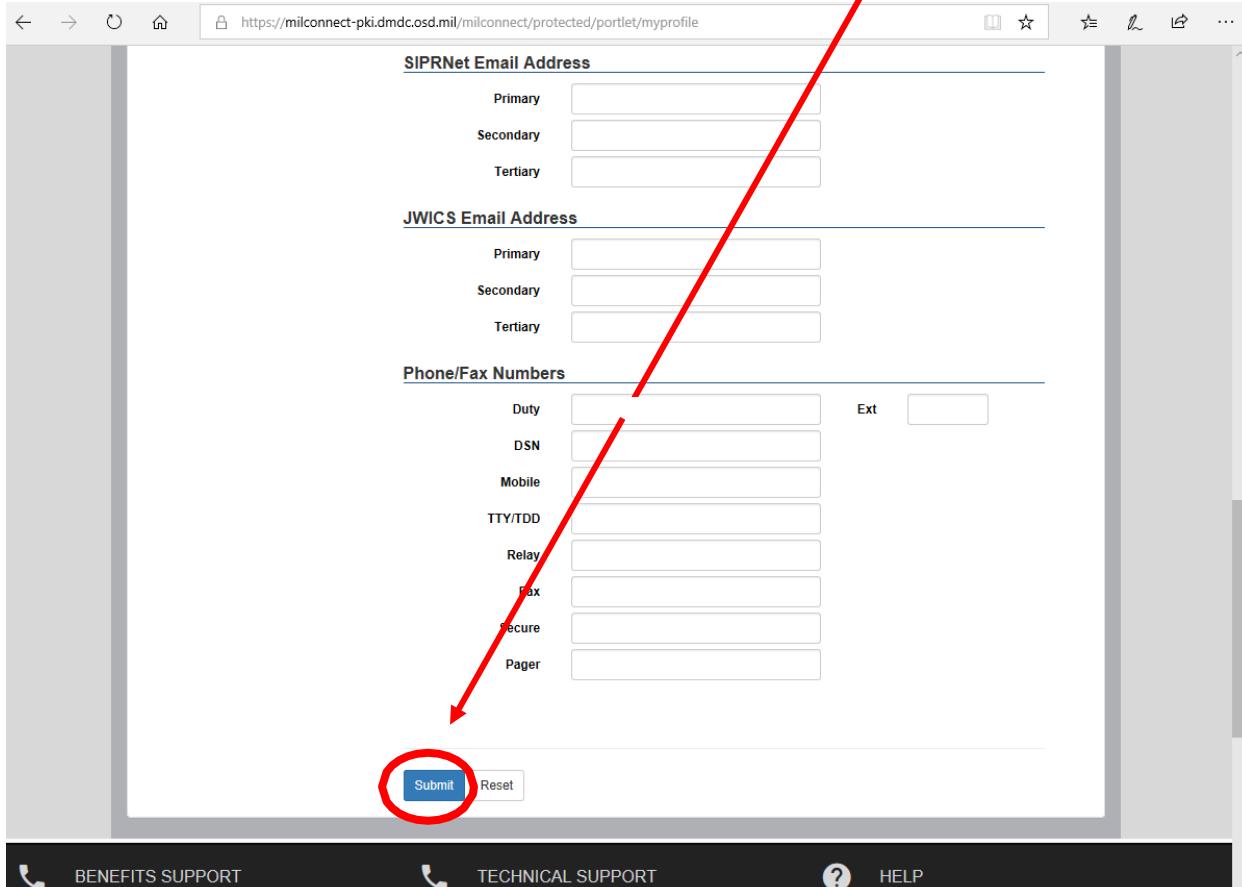
"Submit" button.

STEP 9

Click on the "**Sign Out**" button on the upper right-hand of the screen.
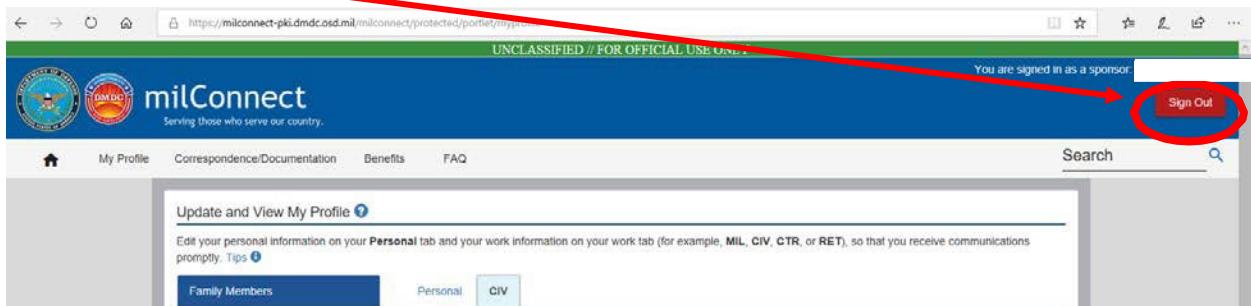
NMCI GAL information should be updated within 72 hours after updates are complete.

Appendix 1

USE INTERNET EXPLORER

Only Proceed with this process if your personnel email address verified in step 7 above was NOT your NMCI email.

Steps to update the Email on your CAC (if necessary):

1. In Internet Explorer, navigate to: https://pki.dmdc.osd.mil/self_service/

2. Sign in to Rapids Self Service site

      a. If prompted, choose Signature or Authentication Certificate.

      b. Press the "Sign In" button.

      c. Click "Ok" to Consent to Monitoring.

      d. On the "DS Logon" page, select the "CAC" Tab and press the "Login" button.

3. Click on the "Change CAC Email" button.

4. Click Proceed. This will process will use Java to read the email of your certificate. This may take 30 seconds to 2 minutes.

5. Once the process is complete, look for "Current Email Address." This is the address associated to your CAC. Ignore the next line, "Email address provided by your organization," NMCI doesn't use this email address.

6. Check the box next to "Change from email provided by your organization to another email address."

7. Enter your **NMCI Email address** in both fields.

9. Click "Next."

10. The next process uses Java to generate new email and encryption certs with your NMCI email. Please be patient and don't refresh your page during this process.

11. If successful, you will receive new certs on your CAC and milConnect will have your latest email address (it may take milConnect 72 hours to update)