

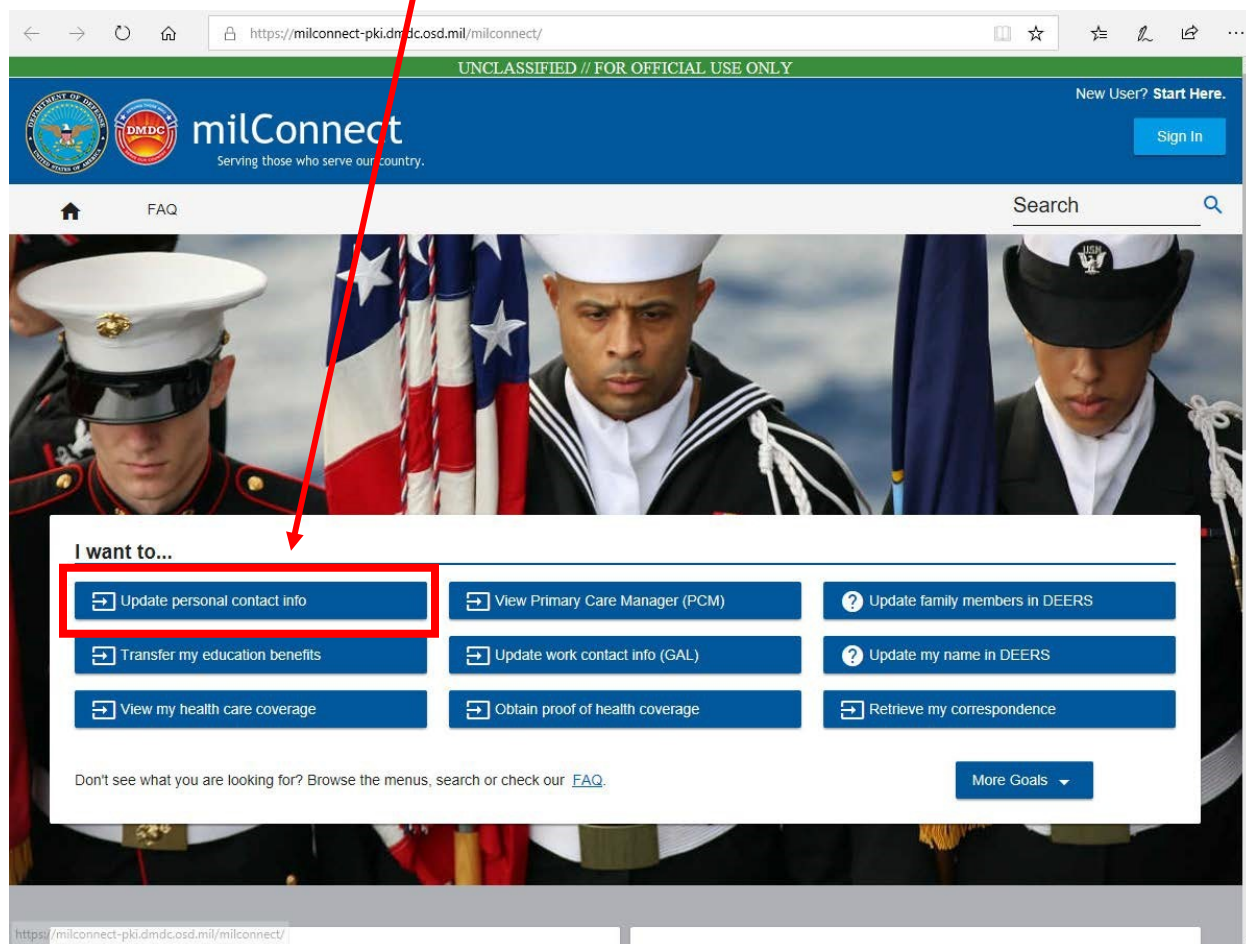
STEP 1:

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

(Select e-mail certificate and enter PIN if requested and click “OK”)

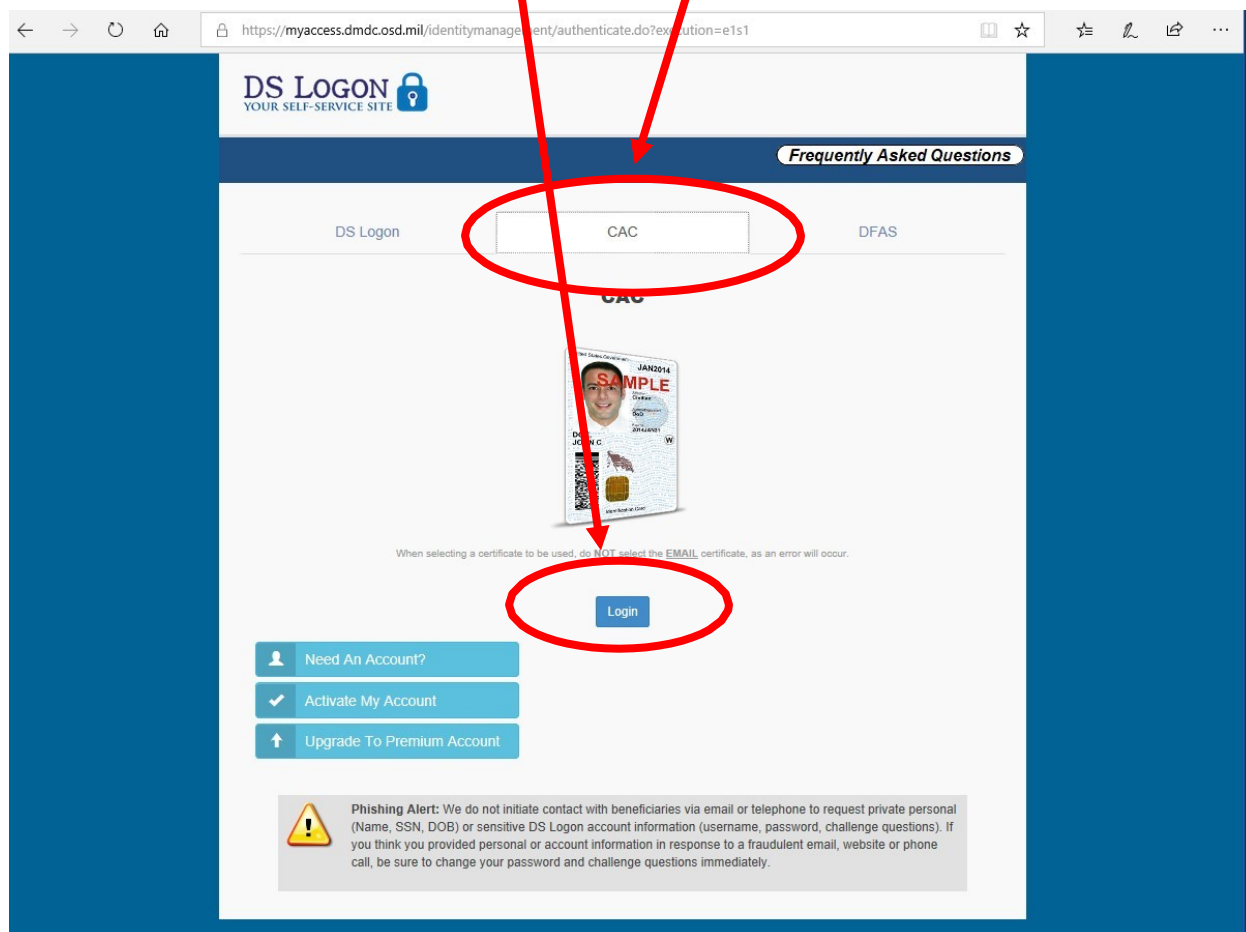
STEP 2:

Click on the “**Update personal contact info**” button located on the left-hand side of the screen



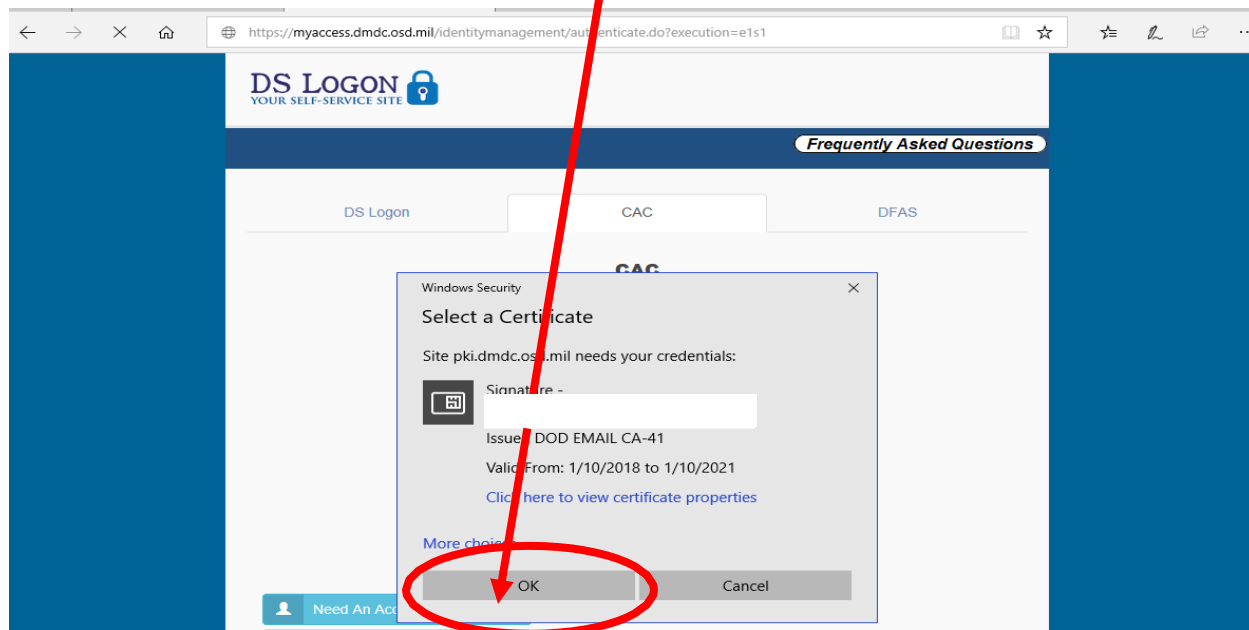
STEP 3:

A DS LOGON screen will appear, select “**CAC**” located in the middle of the screen, and then click on the “**Login**” button

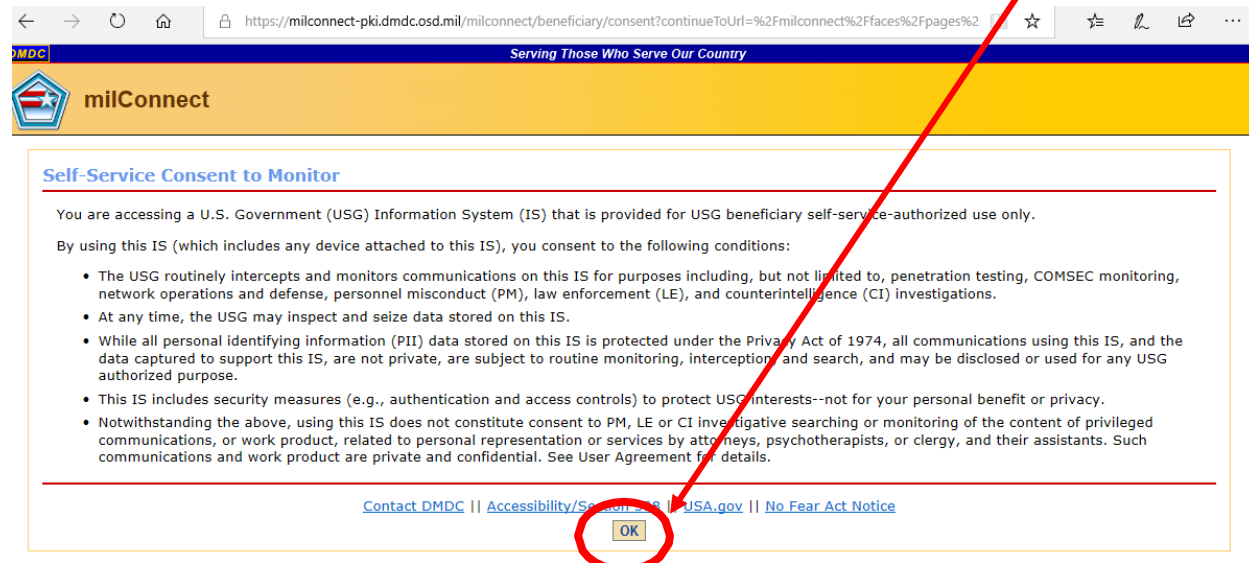


STEP 4:

Select your e-mail certificate, 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*

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You are signed in as a sponsor [Name] [Sign Out](#)

[My Profile](#) [Correspondence/Documentation](#) [Benefits](#) [FAQ](#) [Search](#)

[Update and View My Profile](#)

Edit your personal information on your **Personal** tab and your work information on your work tab (for example, **MIL**, **CIV**, **CTR**, or **RET**), so that you receive communications promptly. [Tips](#)

Family Members

Personal **CIV**

Personnel Status

Persona Type: Civilian

DoD Association: DoD/Uniformed Service Civil Service employee

Administrative Organization: USN

Duty Organization: United States Navy

Duty Sub Organization: --- Please choose one from list ---

Office Symbol:

Job Title:

Duty Installation/Location:

Building:

Room:

Begin Date: 2009-02-09

Projected End Date: Unknown

Personal**MIL****Personnel Status**

Persona Type
Military

DoD Association
Reserve member (on active duty)

Administrative Association
USN

Duty Organization
United States Navy

Duty Sub Organization
---Navy Reserve Forces Command Norfolk VA

Office Symbol

Job Title

Duty Install Location
Naval Support Activity Hampton Roads, VA

Building

Can contain maximum 5/100 characters.

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

-----NR NAV EXP INTEL CMD 0222

-----NR NIOC HI-TACOMA

-----NR NMORA WHIDBEY ISL 2089

----Navy Reserve Forces Command Norfolk VA

-----Naval Reserve Professional Development Center New Orleans LA

-----Navy Region Mid-Atlantic Reserve Component Command Norfolk VA

-----Navy Operational Support Center Washington Joint Base Andrews MD

STEP 7:

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

Personnel Email Addresses	
Please designate a permission preference. If your preference is "Yes", you will be notified of benefit correspondence via email from the DoD and VA, when available.	
Primary Personnel Email	<input checked="" type="radio"/> Yes <input type="radio"/> No
@navy.mil	

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/).

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

The screenshot shows a web browser window with the URL <https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/myprofile>. The page contains three main sections for profile updates:

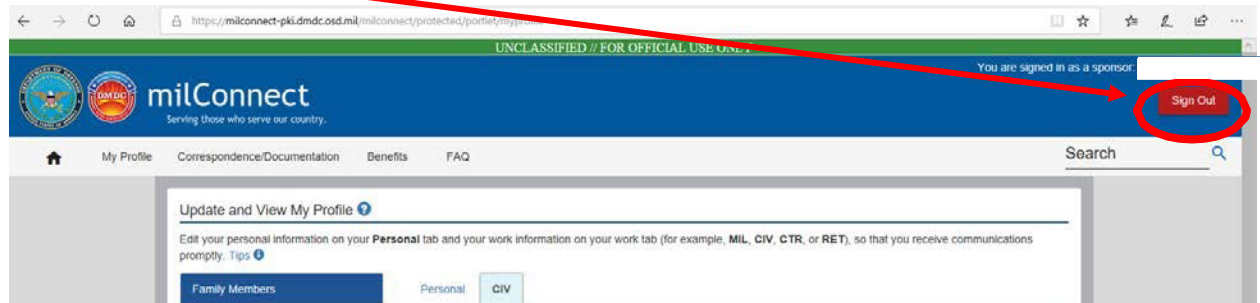
- SIPRNet Email Address:** Includes input fields for Primary, Secondary, and Tertiary email addresses.
- JWICS Email Address:** Includes input fields for Primary, Secondary, and Tertiary email addresses.
- Phone/Fax Numbers:** Includes input fields for Duty, DSN, Mobile, TTY/TDD, Relay, Fax, Secure, and Pager. There is also an 'Ext' field next to the Duty number.

A red arrow originates from the text above and points to the **Submit** button at the bottom of the form. The **Submit** button is circled in red, and the **Reset** button is located next to it. At the bottom of the page, there is a footer with links for **BENEFITS SUPPORT**, **TECHNICAL SUPPORT**, and **HELP**.

“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)**