



Updating Your Profile on milConnect

Prior to migration to DoD Enterprise E-Mail, and any time that you need to update your Global Address List information moving forward, you will need to update your profile on milConnect.

1. Navigate to the milConnect website at: <https://www.dmdc.osd.mil/milconnect>
2. Click **Sign In** at the top right of the next page:

A screenshot of the milConnect website interface. At the top right, there are navigation links for "About Us", "Contact Us", and "Help", along with a font size adjustment icon (-AA+). Below the navigation, there are two video thumbnails: "Watch the milConnect Overview Video" and "Watch the eCorrespondence Overview Video". A red arrow points from the text "Click to Sign In" to a prominent red "Sign In" button. Below the "Sign In" button, there is a "Sign Up" section with text: "Sign Up Sponsors can create a DS Logon by clicking the button below. Please have your CAC or DFAS Account ready." At the bottom left, there are partial views of "RS" and "ID Cards" sections.

3. Click “OK” at the bottom center of the page:

DMDC Information and Technology for Better Decision Making

milConnect

Self-Service Consent to Monitor


You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and th search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged co psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.


Accessibility/Section 508

The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the [DoD Section 508 we](#)



4. On the CAC tab, click **Login**:

milConnect
Powered by DMDC

[Help Center](#) 


DS LOGON ?

Department of Defense Self-Service

[Forgot DS Logon Username?](#)
[Forgot DS Logon Password?](#)

CAC ?

Common Access Card



DFAS myPay PIN ?

Defense Finance and Accounting Service

[Forgot DFAS MyPay Login Id?](#)
[Forgot DFAS MyPay Password?](#)

Need a DS LOGON? ?

Have a DS LOGON activation letter? ?

Need to upgrade your DS LOGON? ?

Need to manage your logon profile settings? ?

5. Select a Certificate – Choose your DOD EMAIL Certificate
6. On the milConnect page, place your mouse over **My Profile** and click **Update and View My Profile**:



7. On the **My Profile** tab, you will first see your **Personal Information**.
8. You will now update the information related to your job role. Next to **Personal Information**, you may have one or more tabs labeled either **CIV**, **CTR**, **RET** or **MIL**. Click the tab related to your job.

Personal Information RET CIV

Personnel Status

Persona Type: Civilian
 DoD Association: DOD/Uniformed Service Civil Service employee
 Administrative Organization: TMA
 Duty Organization: Defense Health Agency
 Duty Suborganization: DHA Health IT Directorate (CIO)
 Office Symbol:
 Job Title: Systems Analyst/Project Manager
 Duty Installation/Location: Joint Base San Antonio, TX (Fort Sam Houston, Lackland AFB, Randolph AFB)
 Building: 2720
 Room: Core Tech
 Begin Date: 2013-10-06
 Projected End Date: Unknown
 Pay Grade: General Schedule 13
 Persona Username: michael.d.nolen.civ
 Persona Display Name: Nolen, Michael D CIV DHA HEADQUARTERS (US)

TSA Pre-Check Program: By checking this box, I voluntarily opt to participate in the TSA Pre-Check program and agree to the release of personal information (name, gender, and DoD ID Number) to TSA's Secure Flight database. [Learn More](#)

*indicates required field

Addresses

CIV Duty Address

* Address Line 1: 2720 Howitzer
 Address Line 2: Bldg 1070/Suite 600
 * City: Fort Sam Houston
 State: TX
 Zip: 78234 - 5013
 * Country: United States

Personnel E-mail Addresses

Do you consent to having the DoD or VA email notifications to you regarding your benefits? If so, select "Yes" and enter your email address.
 Primary Personnel E-mail: MICHAEL.D.NOLEN.CIV@MAIL.MIL Yes No

The email address in the Persona Username will be your Enterprise Email address followed by @mail.mil

Addresses

CIV Duty Address

* Address Line 1
Address Line 2
* City
State
Zip -
* Country

[Find nearest RAPIDS location](#)

Personnel E-mail Addresses

Do you consent to having the DoD or VA email notifications to you regarding your benefits? If so, select "Yes" and enter your email
Primary Personnel E-mail: MICHAEL.D.NOLEN.CIV@MAIL.MIL Yes No

SIPRNet E-mail Address

Primary
Secondary
Tertiary

JWICS E-mail Address

Primary
Secondary
Tertiary

Phone/Fax Numbers

Fax:
DSN:
Commercial/Work: Ext.
Mobile:
Secure:
Pager:

It is highly encouraged that you fill in these fields to allow other to be able to contact you.

If the above information is incorrect then contact Agency Personnel Center

9. Ensure that fields marked with * and the fields shown below are populated:

The screenshot shows a web-based form for personnel information. The top section is titled "Personal Information" and "CIV". Below this is the "Personnel Status" section, which includes fields for: Persona Type (Civilian), DoD Association (DOD/Uniformed Service Civil Service employee), Administrative Organization (USA), Duty Organization (United States Army), Duty Suborganization (MEDCOM), Office Symbol, Job Title, Duty Installation/Location, Building, Room, Begin Date, Projected End Date (Unknown), Pay Grade, Persona Username, and Persona Display Name. A note below this section states "*indicates required field".

The bottom section is titled "Addresses" and contains a sub-section for "CIV Duty Address". This section includes fields for: * Address Line 1, Address Line 2, * City, State, Zip, and * Country (US). Red arrows point from a red text annotation "Ensure that these fields are populated" to the fields: Duty Organization, Duty Suborganization, Office Symbol, Job Title, Duty Installation/Location, * Address Line 1, * City, and * Country.

10. Under the **Duty Organization**

- a. Navy Medicine Select "**United States Navy**"
- b. Defense Health Agency (formerly TMA/EI and Joint Task Force Capital Medical (JTF-CAPMED) – Select "**Defense Health Agency**"

11. Under **Suborganization**:

- a. Navy Medicine - Navy installations are listed
- b. Defense Health Agency (formerly TMA/EI and Joint Task Force Capital Medical (JTF-CAPMED) Select the primary Directorate that you "will be" assigned to underneath the new DHA Organizational Structure. NOTE: If you are not sure please check with your supervisor or your local Human Resources Department.

12. You must select "**Submit**" to save any update or changes. Note: Changes made will update in approximately 4 hours.