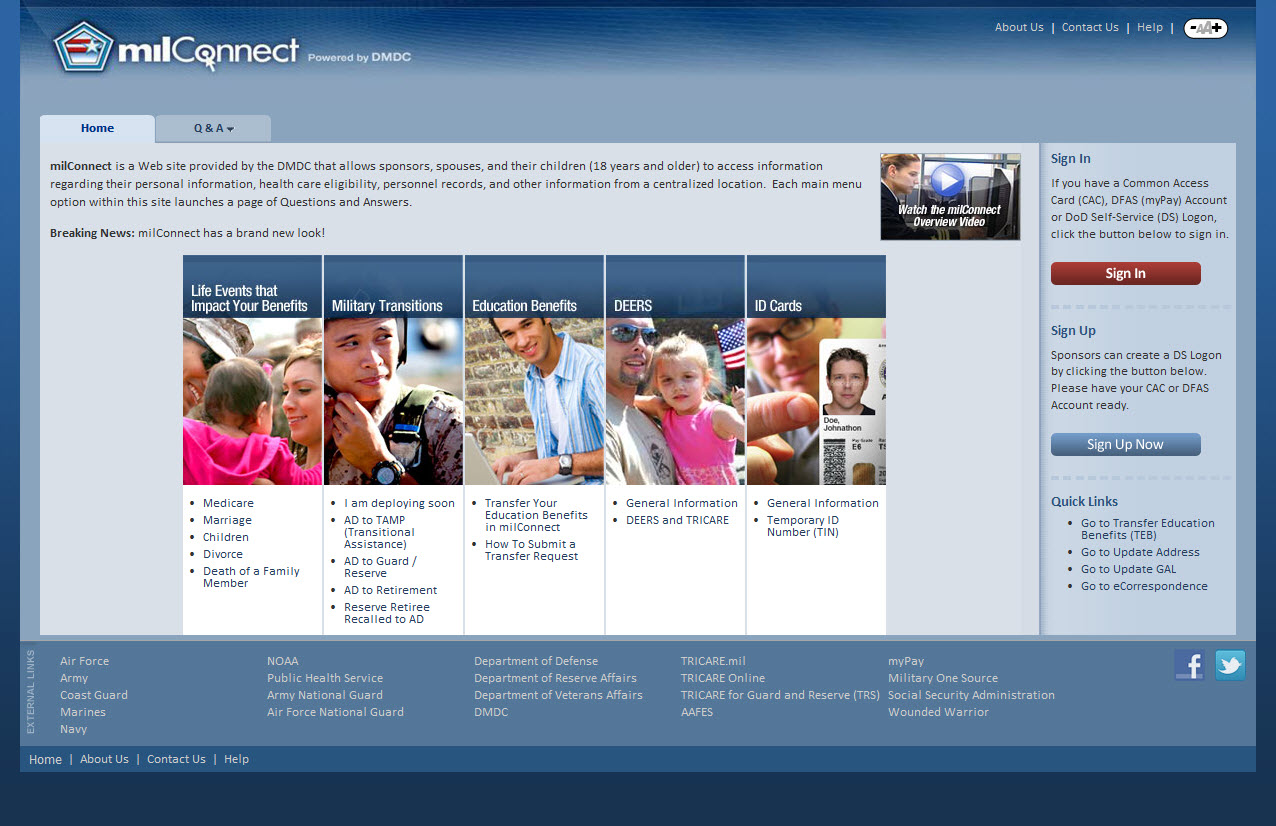
# MilConnect <https://www.dmdc.osd.mil/milconnect> Version 2.4 December 6, 2012

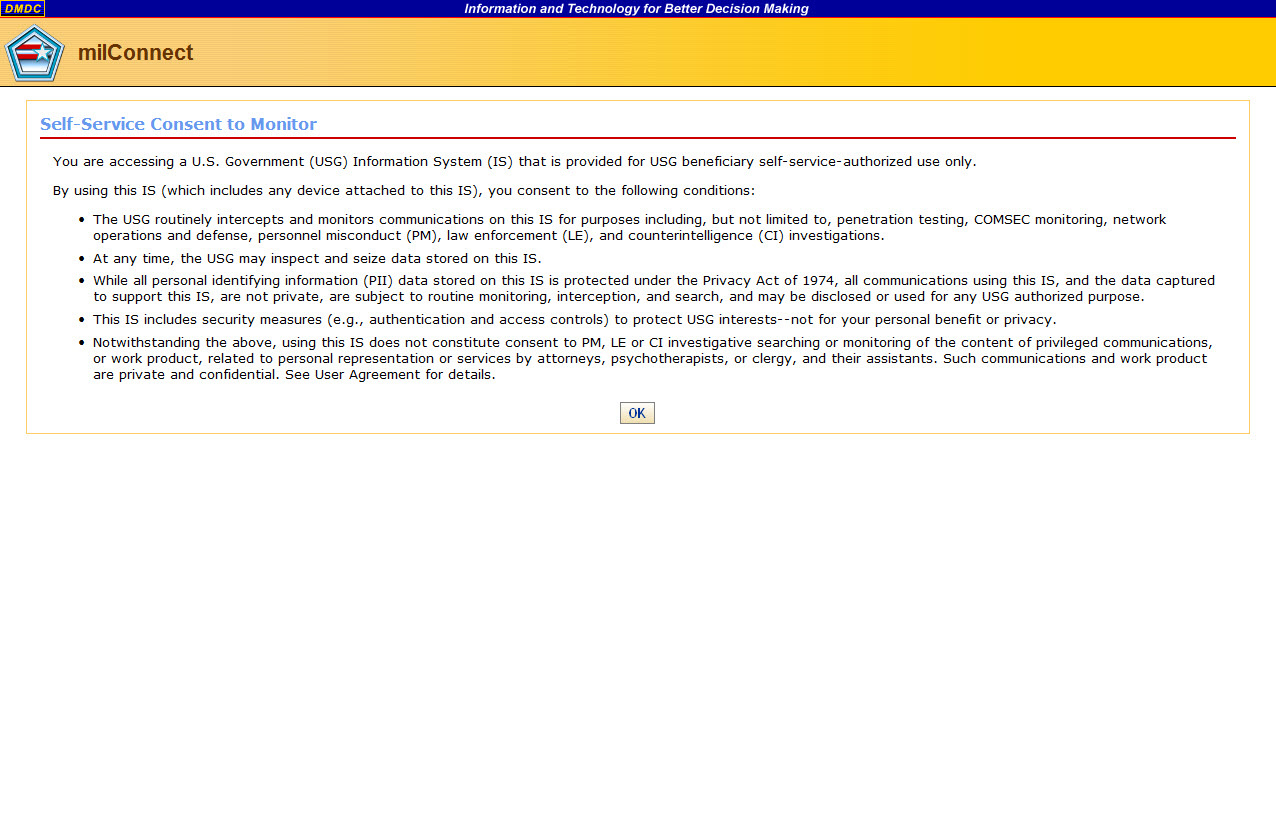
This guide outlines the procedures for logging into MilConnect  
 and updating user information. Changes made in MilConnect will   
facilitate GAL updates, user moves, and customer education.

# Logging into MilConnect

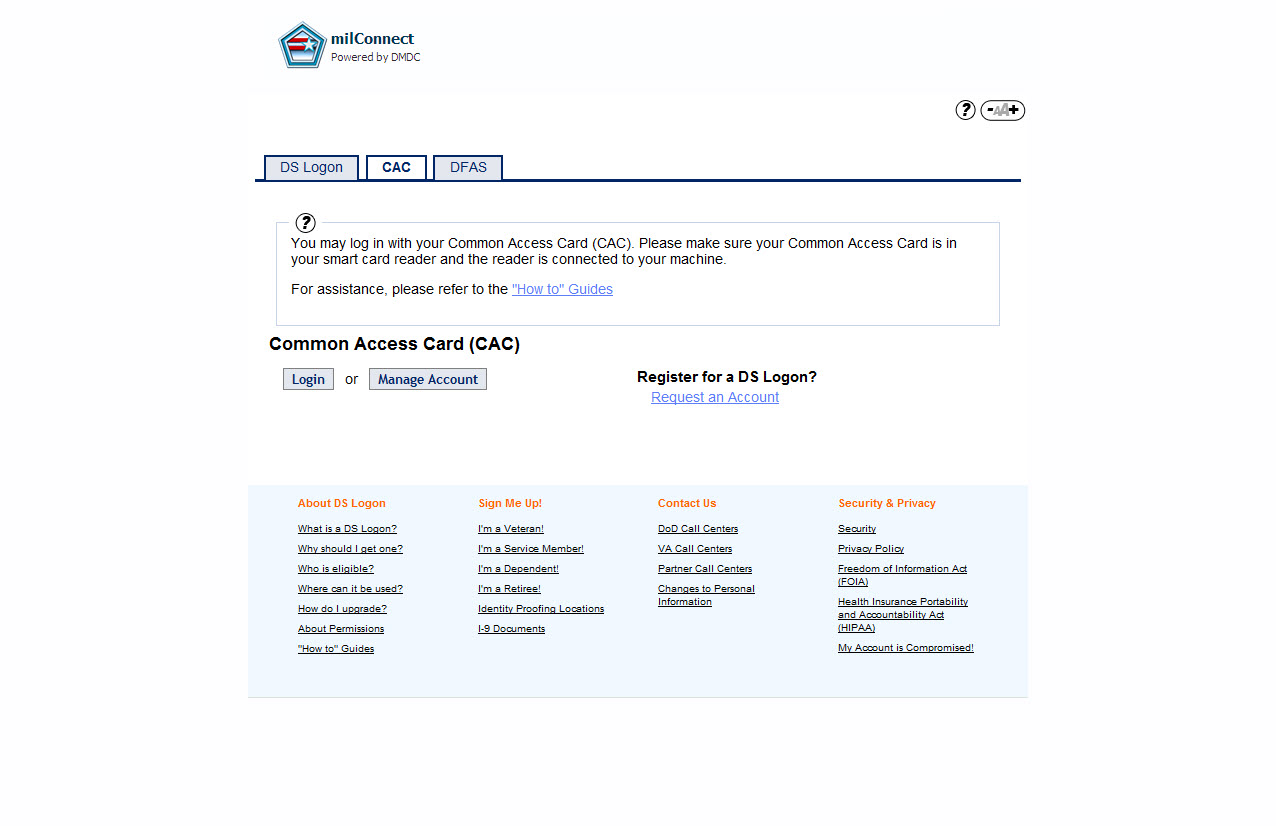
1. Log into [https://www.dmdc.osd.mil/**milconnect**](https://www.dmdc.osd.mil/milconnect)  
   a. MilConnect Login page:



1. Select Sign In
2. Select OK on the Banner page
   1. Banner Page:

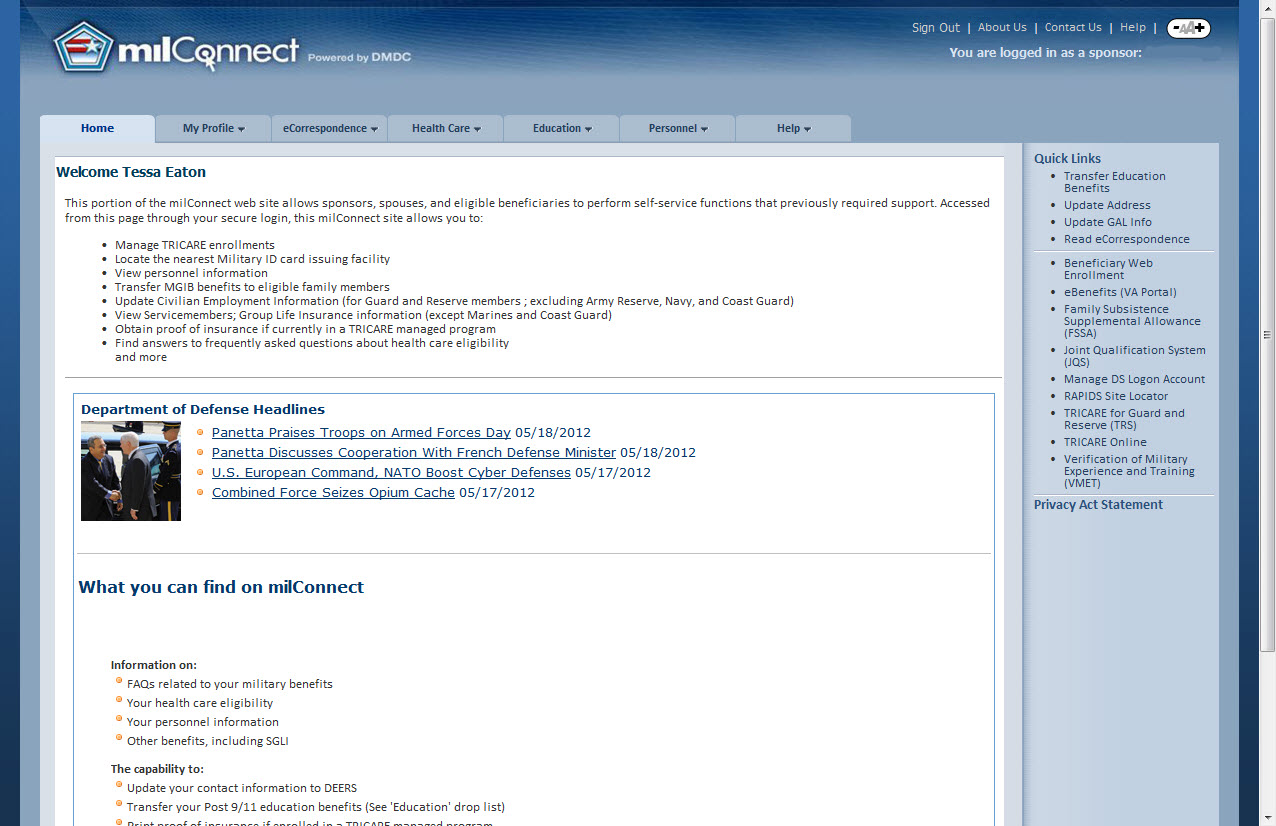


1. On the next page, select the CAC tab and “login” and select the email cert when the dialog prompts for certificates.
   1. The MilConnect Logon method

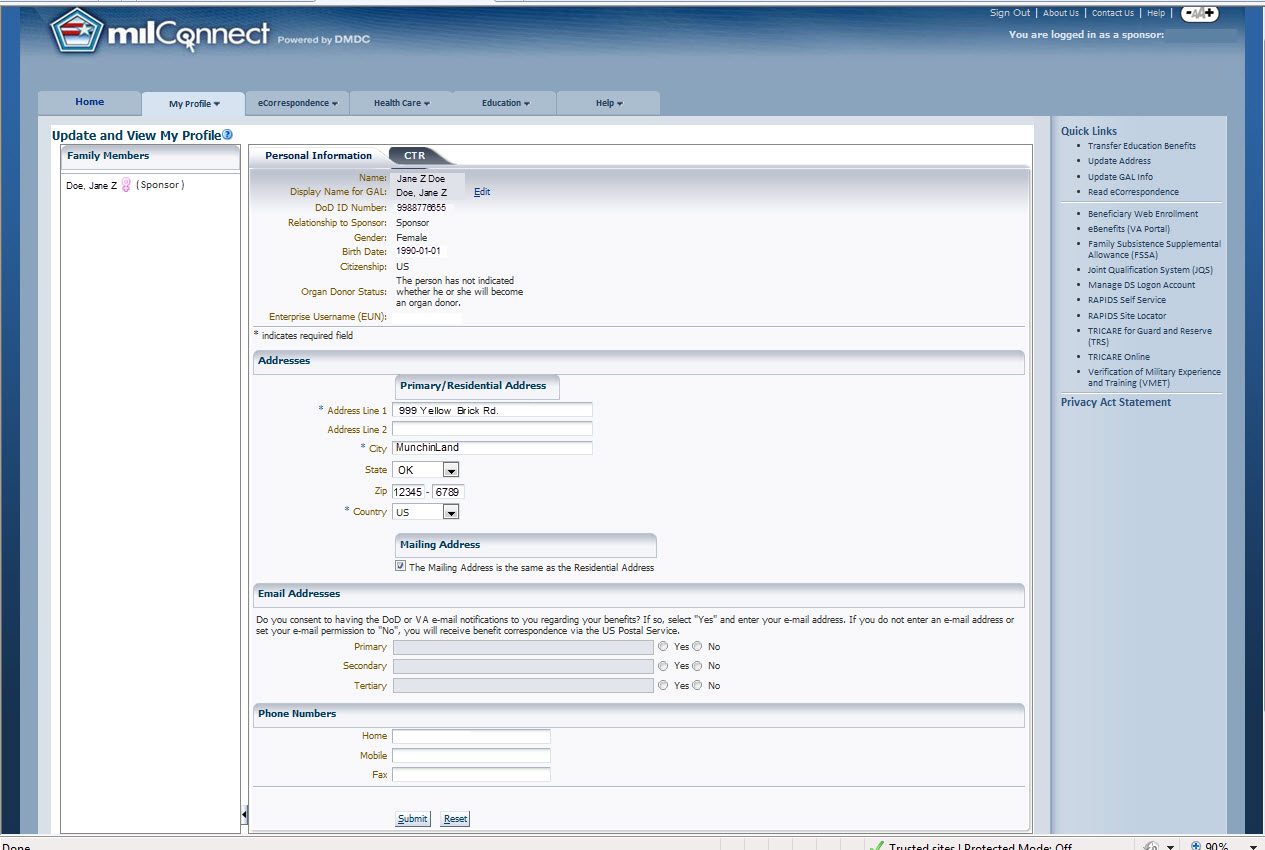


## Under your personal MilConnect homepage:

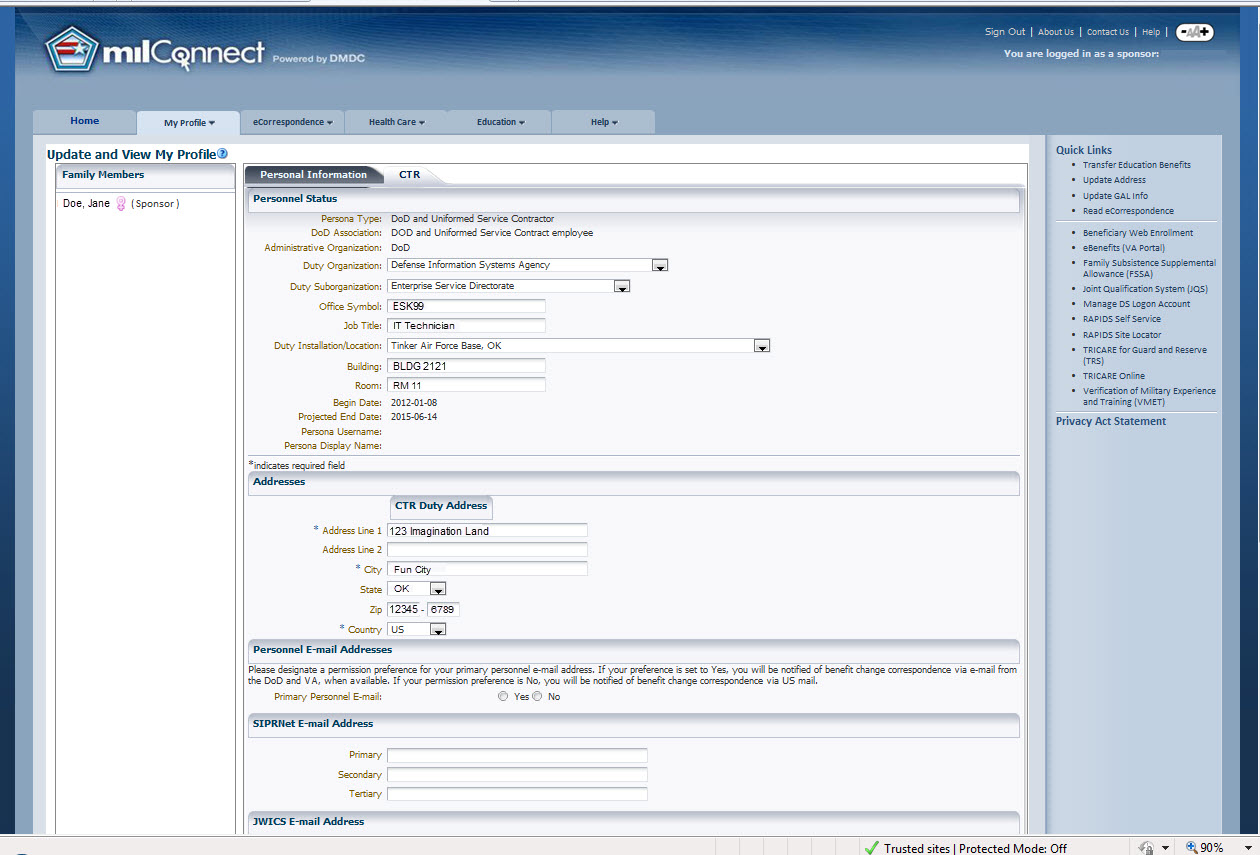
1. On your personal MilConnect Screen, there are a few options for updating GAL info:
   1. Personal MilConnect Screen



1. To update GAL Info, such as Name information and Duty Installation, select “Update GAL Info” on the right navigation panel.  
   a. Update Name information:

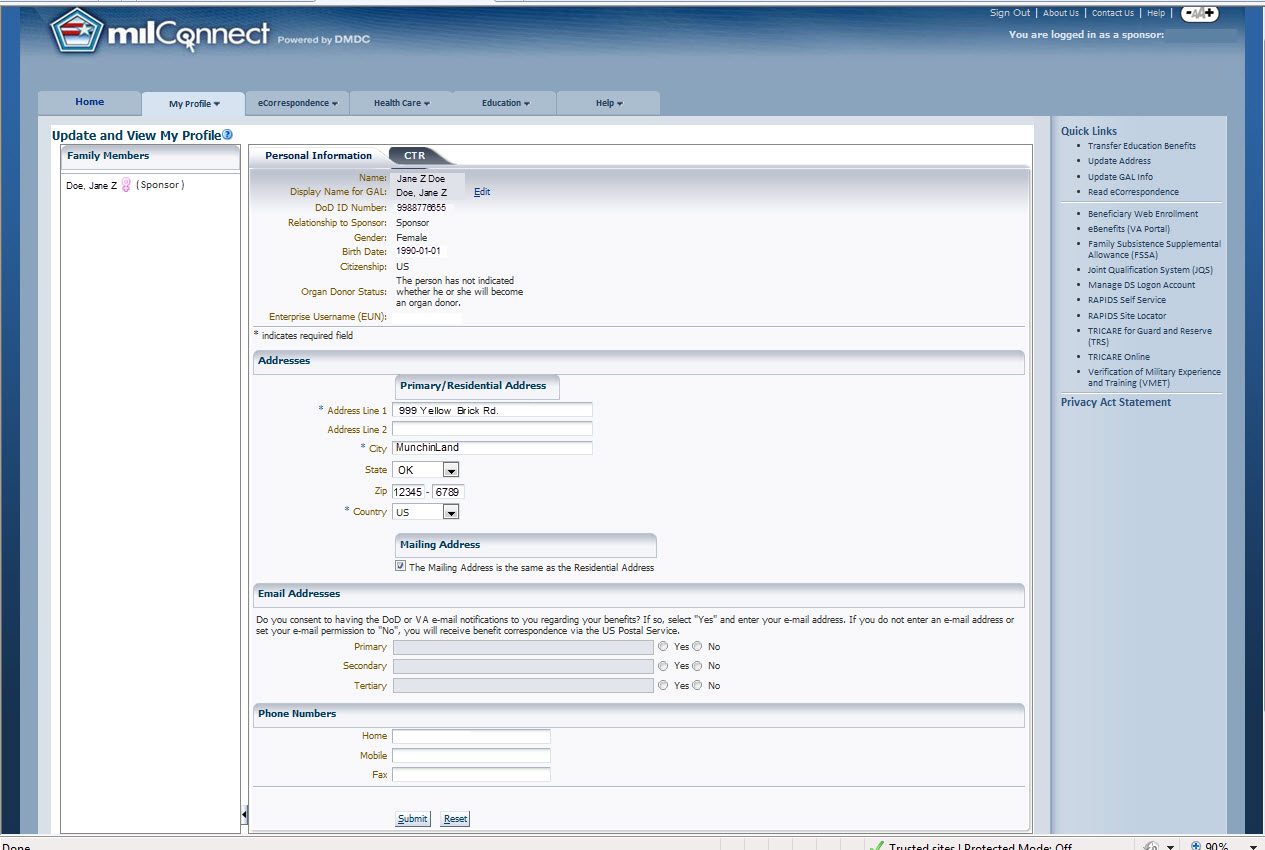


b. Update Duty Installation :  
(Please note that updating the Duty Installation Field could trigger a mailbox move within 24 hours of an update)

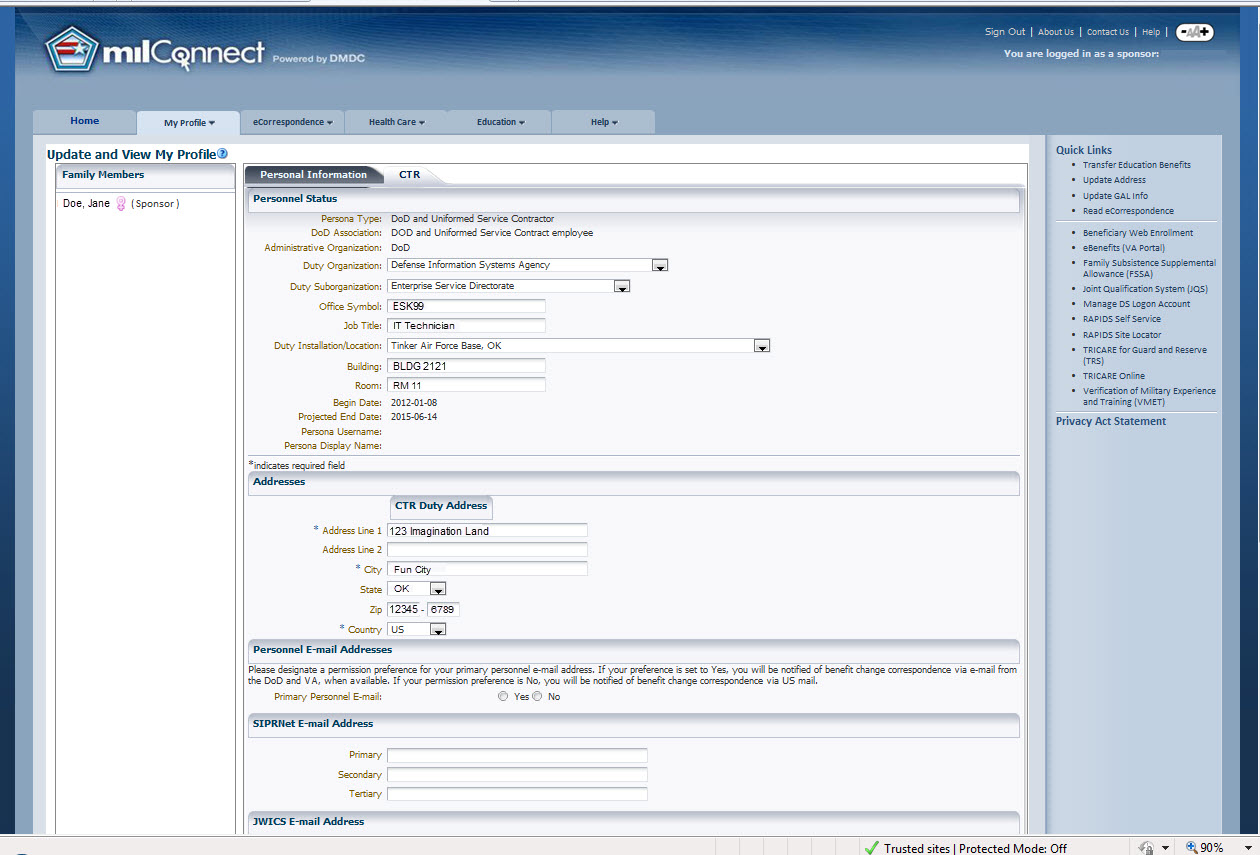


## Under the Update Address Link:

1. There are two tabs listed under the Update Address section, *Personal Information* and *DoD Information*. This information is used only for your personal account. To update GAL address information, update the information under the Persona Type Tab (MIL, CIV, CTR, etc)
   1. Update Address, Personal Information Section:



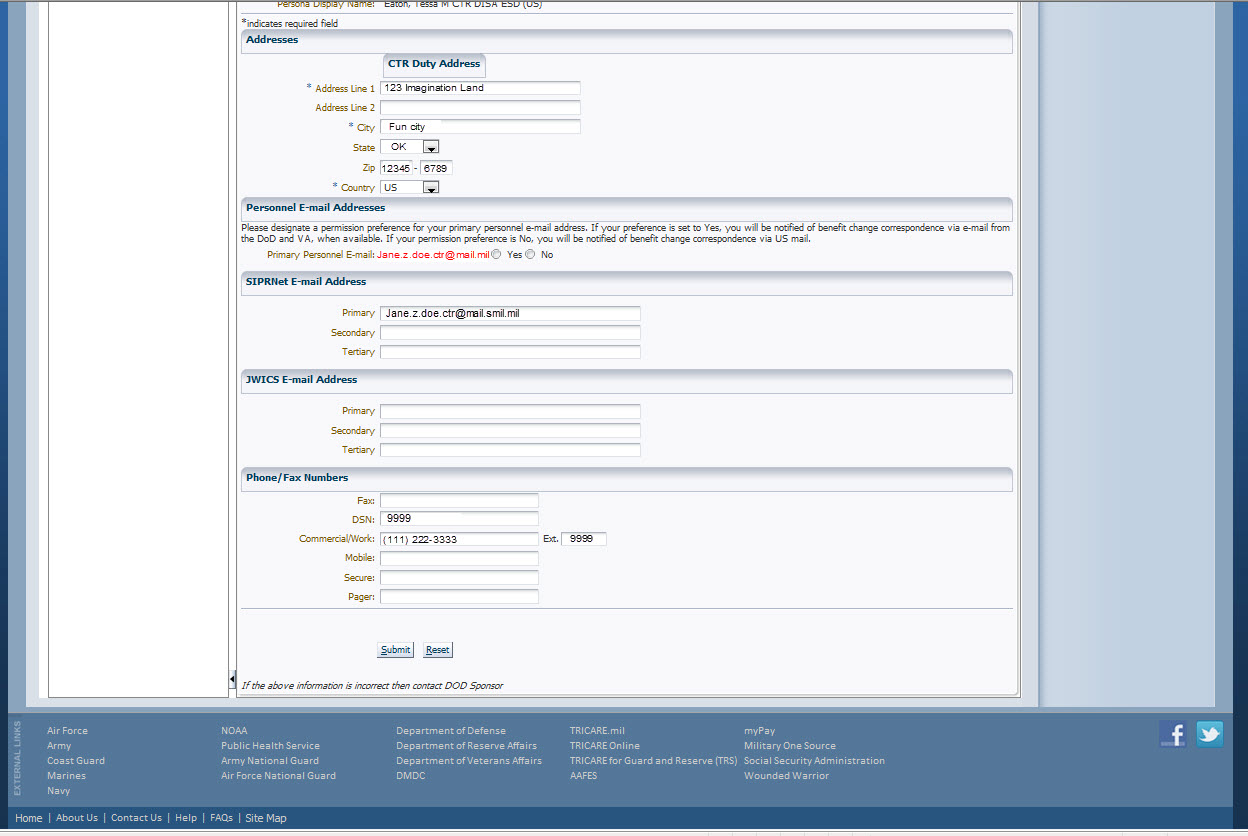
* 1. Update Address, Duty Address Section for PTC



**CTR Page continues BELOW**

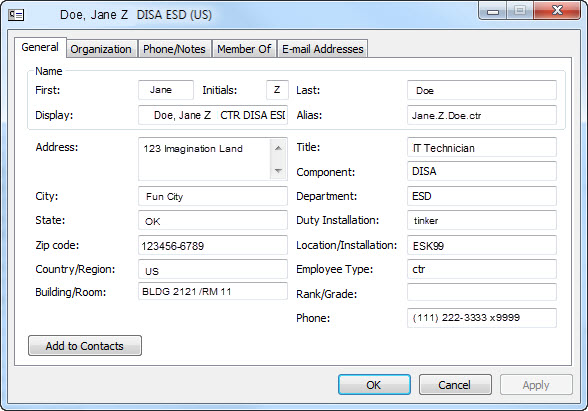
## Under the Update Address Link:

1. Under the PTC Tab, at the bottom of the page, users can update their phone numbers for the GAL.
   1. Update Phone Numbers, PTC Section:



**CTR Page continuation**

Example GAL Entry:



## Under the Update Address Link:

1. The table below lists the user GAL fields and how to update them
   1. Table of GAL Fields

|  |  |  |
| --- | --- | --- |
| **GAL Field** | **Comment** | **If updatable, this is where they would do it at:** |
| Name (first, m, last) | can be updated at: | Personnel Office/HR system. (MilConnect has limited name options under Update GAL Info) |
| Alias | cannot be changed, **no matter what** |  |
| Display | Is a combination of fields in MilConnect/DMDC |  |
| Address | can be updated at: | MilConnect (under Update Address> PTC tab>Duty Address) |
| City | can be updated at: | MilConnect (under Update Address> PTC tab>Duty Address) |
| State | can be updated at: | MilConnect (under Update Address> PTC tab>Duty Address) |
| Zip Code | can be updated at: | MilConnect (under Update Address> PTC tab>Duty Address) |
| Country | can be updated at: | MilConnect (under Update Address> PTC tab>Duty Address) |
| Title | can be updated at: | MilConnect (Under Update GAL Info>PTC tab> Job Title) |
| Component | can be updated at: | MilConnect (Under Update GAL Info>PTC tab> Duty Organization) |
| Department | can be updated at: | MilConnect (Under Update GAL Info>PTC tab> Duty Sub Organization) |
| Location  (OA, Office Symbol in OWA) | can be updated at: | MilConnect (Under Update GAL Info>PTC tab>Office Symbol |
| Assistant | This field is not used at all. |  |
| Employee Type | can be updated by getting a new CAC. |  |
| Rank/Grade | can be updated by getting a new CAC. |  |
| Phone | can be updated at: | MilConnect (under Update Address>PTC tab> Phone/fax section) |
| Location of mailbox or change which address list they fall under. | can be updated at: | MilConnect (Under Update GAL Info>PTC tab> Duty Installation) and /or MilConnect (Under Update GAL Info>PTC tab> Duty Organization) combination |
| **Please note that these can, and probably will change in the future. We will try to keep you updated as well as we can. If the users still cannot get their information updated correctly, Tier III needs the following to troubleshoot: 1.) the date/time they last updated MilConnect 2.) screenshots of MilConnect (the information they are trying to update) 3.) the correct information is needed as well.** | | |