Update GAL Info in milConnect

Quick Reference Guide

NETWORK ENTERPRISE CENTER
Rock Island Arsenal

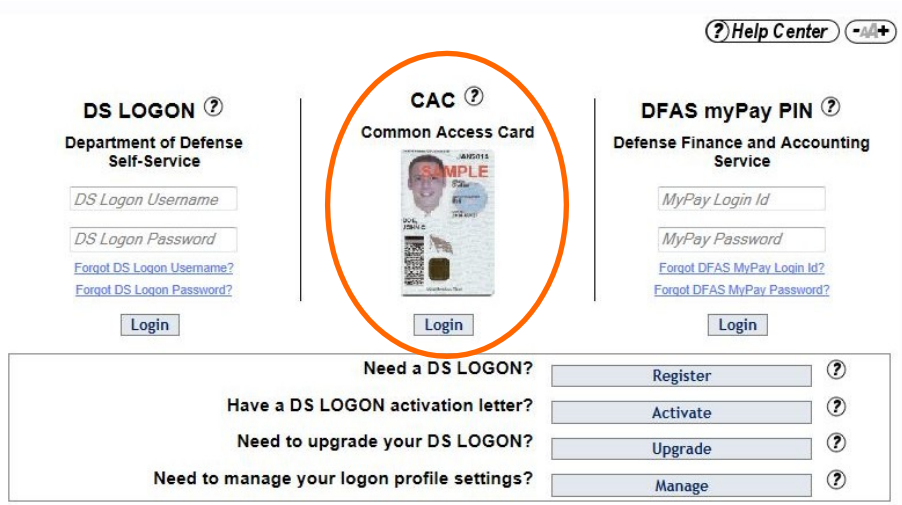
Log in to milConnect and view your profile

Go to the milConnect website at https://www.dmdc.osd.mil/milconnect

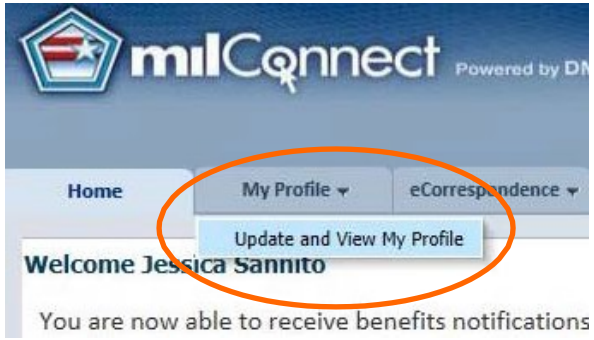
On the right side of the screen, click the red **Sign In** button.

On the next screen, review and accept the security agreement.

In the middle of the next screen under the picture of a sample CAC, click **Login**. Select your ID (non-email) certificate.



On the milConnect screen, click the **My Profile** tab and select **Update and View My Profile**.



Navigate your profile tabs

Your profile has multiple tabs.

The **Personal Information** tab has basic information about you, including your residential address and personal phone number.

Other tabs will depend on your status with DOD. Civilians have a **CIV** tab, while contractors have a **CTR** tab. Service members have a **MIL** tab.

The person in this example is a contractor, so there is a Personal Information tab and a CTR tab.

If you are a dual persona, such as a civilian who is also in the Reserves, you will have a tab for each role. Make sure you update the correct tab!

Update your Display Name in the GAL

On the **Personal Information** tab, the second line shows your current GAL display name. Click the **Edit** link next to it.

In the window that opens, make your changes. Note that there are some limits to the changes you can make.

When you are finished, click **Preview** to see what your new display name will look like. Once you are satisfied, click **Submit and Close**.

If any information here is incorrect or missing and you are unable to change it, you will need to contact your G1 or the DMDC help desk.

Update your work information in the GAL

To update your work information, click the appropriate tab (CIV, CTR, or MIL).

In the **Personnel Status** section, you can update the following:

- **Duty Organization** and **Duty Suborganization**: These will be added to the end of your display name in the GAL. It is especially useful if you have a common name, because it will help people distinguish between you and others with the same name.
- **Office Symbol**
- **Job Title**
- **Duty Installation/Location**: Use the drop-down list to select Rock Island Arsenal, IL. This will move you into the RIA section of the GAL if you are not in it already.
- **Building**: You can also add more specific information, such as your floor, direction, pole, or other information that will help people locate you.

Some information is required for the **Addresses** section. The general address for RIA is:

- **Address Line 1**: 1 Rock Island Arsenal
- **City**: Rock Island
- **State**: IL
- **Zip**: 61299
- **Country**: United States

In the **Phone/Fax Numbers** section, enter any phone numbers you wish to appear in the GAL.

When you have finished updating the information, click the **Submit** button at the bottom of the screen.

Please allow a few days for your changes to appear in the GAL.

For technical support, contact the Army Enterprise Service Desk at 1-866-335-2769(ARMY) or email usarmy.RIA.106-sig-bde.mbx.nec-ria-servicedesk@mail.mil. JMC customers, please call 309-782-2200.