## Update GAL Info in milConnect

**Quick Reference Guide**

### Log in to milConnect and view your profile

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

---

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](mailto:usarmy.RIA.106-sig-bde.mbx.nec-ria-servicedesk@mail.mil). JMC customers, please call 309-782-2200.  

Rev. 30 Jan. 2014
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.

---

**Update your work information 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.