



# How to Update your Information in the Army365 Global Address List (GAL)”

Presented by: Michael J. Danberry

Last Revision / review: 20 June 2025

This guide is here to assist agents [and anyone supporting] the Army Enterprise Service Management Platform(AESMP), SIPR, Pacific, Korea, or ATHD update their information in the GAL.

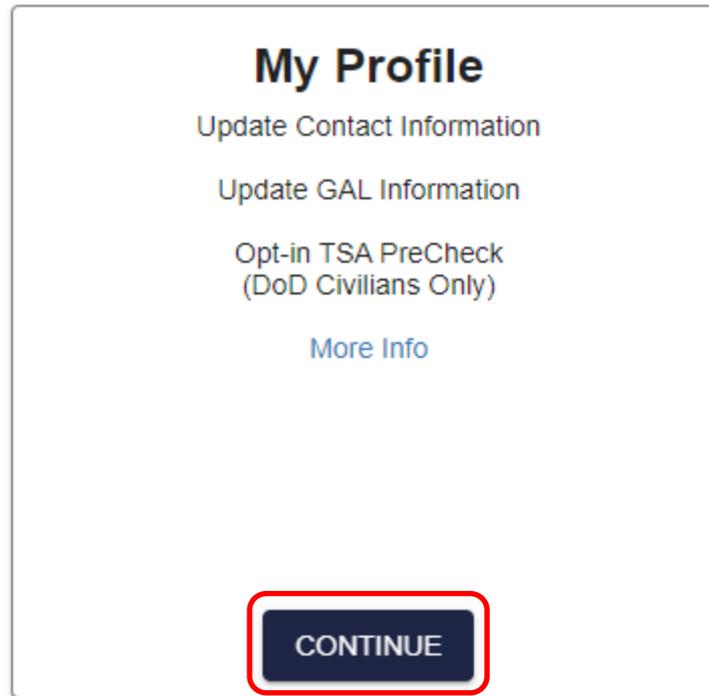
It works for anyone who uses Army365 or DoD365

Defense Manpower Data Center (DMDC) is the database used by Department of Defense (DoD) and updates the Defense Enrollment Eligibility Reporting System (DEERS)

NOTE: This guide assumes you can already access other CAC enabled websites from your computer. If you cannot, please visit: <https://milcac.us/tweaks> for assistance before proceeding.

NOTE2: If both you and your spouse have a DEERS account, you may need to “Change Sponsor” Go to slide 30

Go to the ID Card Office (IDCO) online website: <https://idco.dmdc.osd.mil/idco>



Select *CONTINUE*  
under the *My  
Profile* section



# If you've already set up a myAuth Account, click MYAUTH LOGIN

If you already have a myAuth account, continue to the new myAuth Login.



**NOTE:** IF this is your first time here, please go to slide 7, otherwise continue below

Click Consent (blue button)

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-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, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and 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 communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

#### PRIVACY ACT STATEMENT

Authority: P.L. 116-50 of 2019, Creating Advanced Streamlines Electronic Services for Constituents Act (CASES); DoDI 1000.25, DoD Personnel Identity Protection (PIP) Program; DODI 8520.03, Identity Authentication for Information System Services; Homeland Security Presidential Directive 12: Policy for a Common Identification Standard for Federal Employees and Contractors; E.O. 14028, Improving the Nations Cybersecurity and E.O. 9397 (SSN), as amended.

Principle Purpose: In support of the DoD Digital Modernization Strategy, the Identity, Credentialing, Access Management solution establishes, stores, and transmits identity information and provides alternative Multi-Factor Authentication credentials to individuals during approved periods of DoD and other federal agencies' affiliation. Additionally, this solution allows eligible users to access information pertaining to them across multiple DoD and Veteran's Affairs (VA) online resources, including: entitlements, benefits, and healthcare.

Routine Use: For a complete list of routine uses, visit the applicable system of records notice at: <https://dpdcl.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DMDC-02-DoD.pdf?ver=2019-12-09-111827-743>

Disclosure: Voluntary, however, failure to provide information may result in delayed account activation or inability to use myAuth.



If you setup your account with your CAC, click *Sign in with CAC*, then *Next*



---

Sign In

Sign In with Okta FastPass

Sign In with CAC

OR

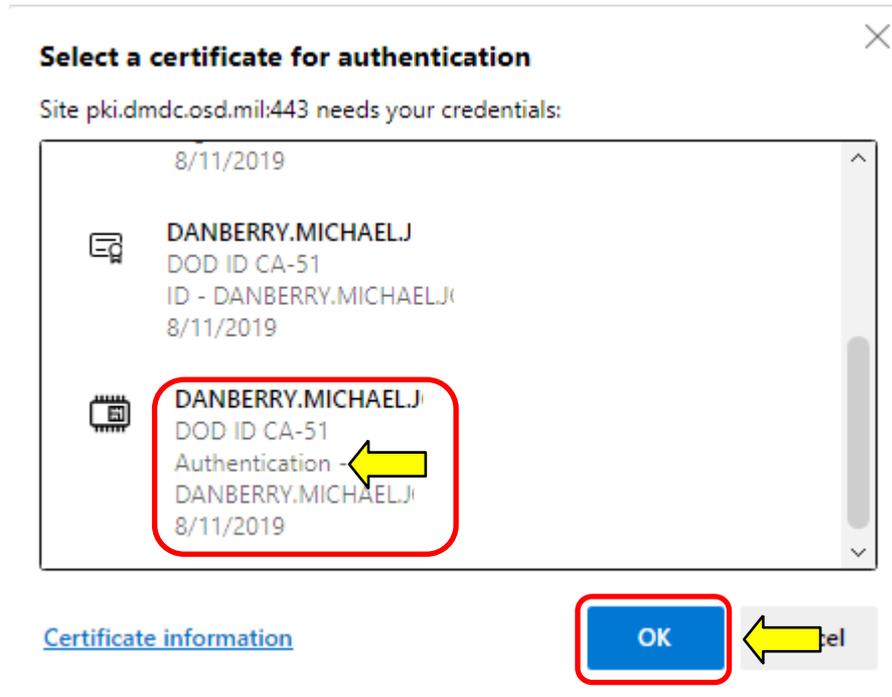
Username

john.doe@example.com

Keep me signed in

Next

# Select your *Authentication* certificate, click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

# Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

ActivID®  
ActivClient®

Please enter your PIN.

PIN \*\*\*\*\*

OK Cancel

Please go to slide: 20 to continue

# If first time to site, Select *CREATE ACCOUNT* (button) to set up your new login

To create your myAuth account using your CAC or DS Logon username and password, select Create Account. After creating your myAuth account, you will return to IDCO to login.



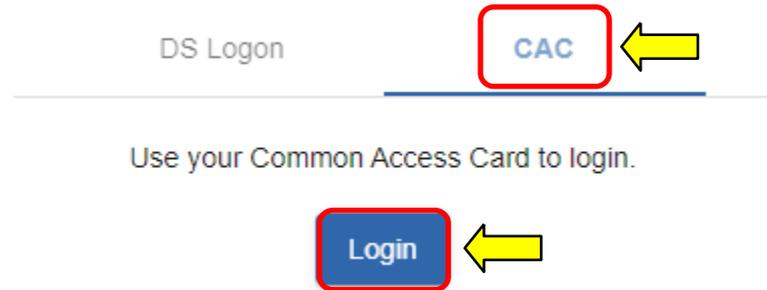
Click ***Accept*** after reading the Standard Mandatory DoD Notice and Consent

Standard Mandatory DoD Notice and Consent

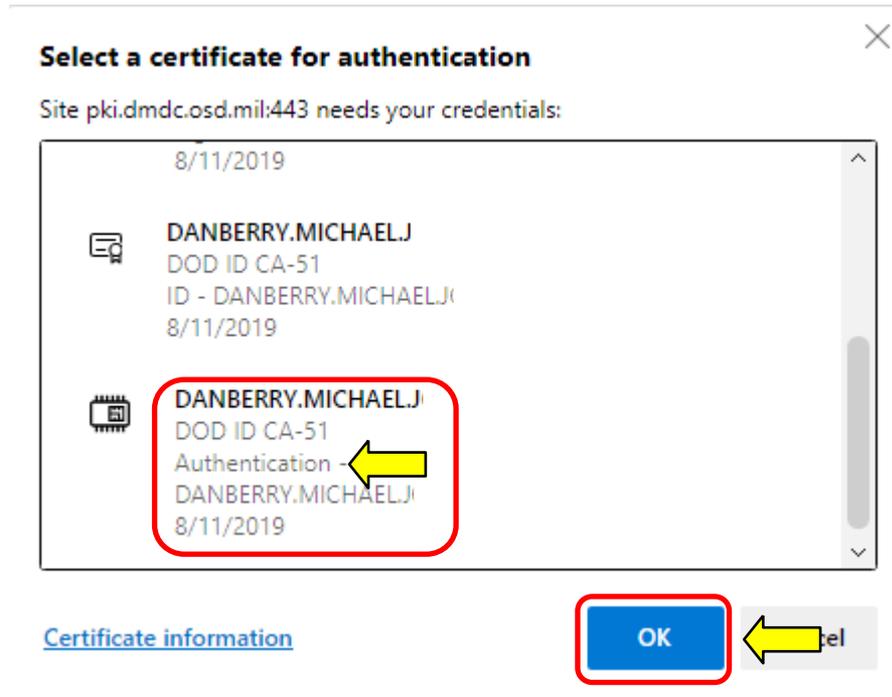


# Select *Login* under the CAC tab

NOTE, this page may or may not show up for you



# Select your *Authentication* certificate, click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

# Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

ActivID®  
ActivClient®

Please enter your PIN.

PIN \*\*\*\*\*

OK Cancel

# Select Continue



✓ Authentication

Authentication complete. Click Continue to proceed. When you are finished, remember to Log Off. You will need to close your browser and tabs to protect your PII.

Continue



# Enter your full @army.mil email address twice, then click *Create myAuthAccount*

UNCLASSIFIED



## myAuth Next Steps

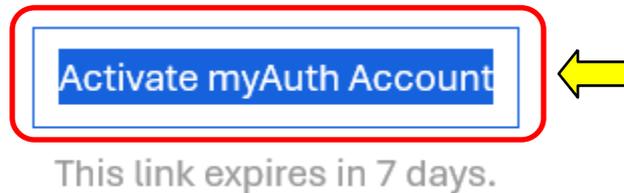
Enter a unique, individual email for use as your myAuth username when logging in.

**Note:** If you are not using a Common Access Card (CAC), you will need a device (such as smartphone or tablet) to set-up multi-factor authentication.



# An email will be sent to you.

Click *Activate myAuth Account* (blue button)



Click *Consent* (blue button)

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and 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 communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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Disclosure: Voluntary, however, failure to provide information may result in delayed account activation or inability to use myAuth.



# Select *Set up* -> under *Password*



michael.j.danberry.ctr@army.mil

## Set up security methods

Security methods help protect your myAuth account by ensuring only you have access.

**Required now**

 **Password**  
Choose a password for your account

**Set up →** 

[Back to sign in](#)

# Create a 15-character password per instructions below, then click *Next*

## Set up password

Password requirements:

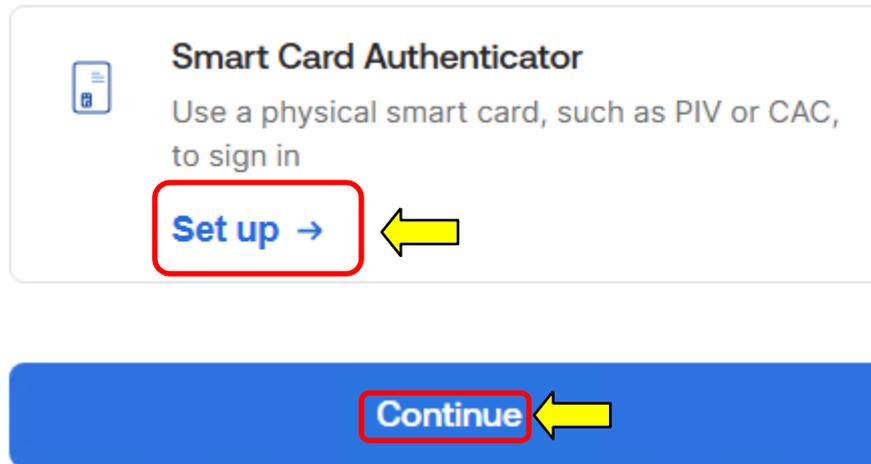
- × At least 15 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- × A symbol
- × No parts of your username
- × Does not include your first name
- × Does not include your last name

Enter password

Re-enter password

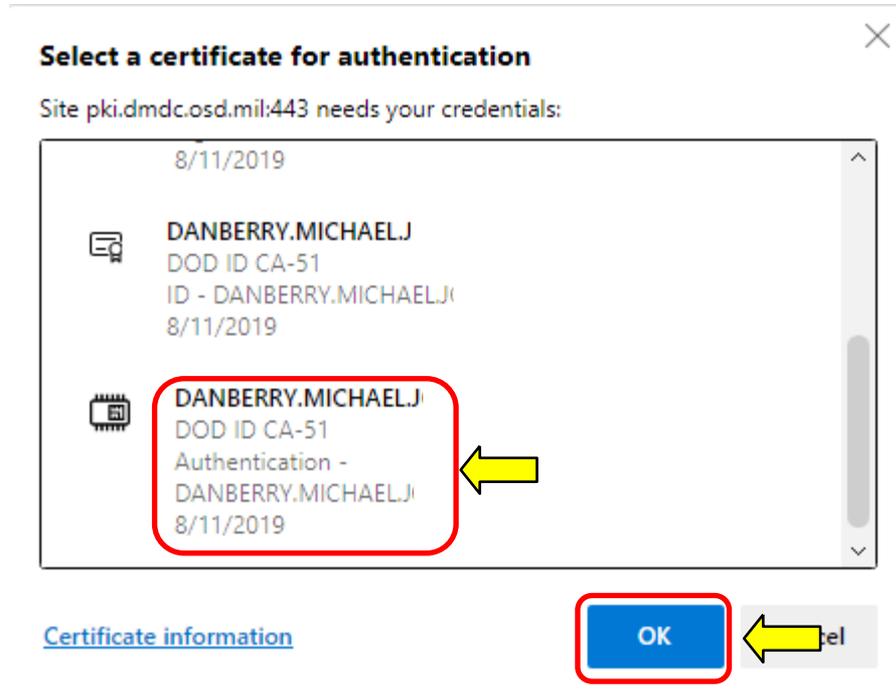
- × Passwords must match

Select Set up -> under Smart Card Authenticator,  
then click *Continue*



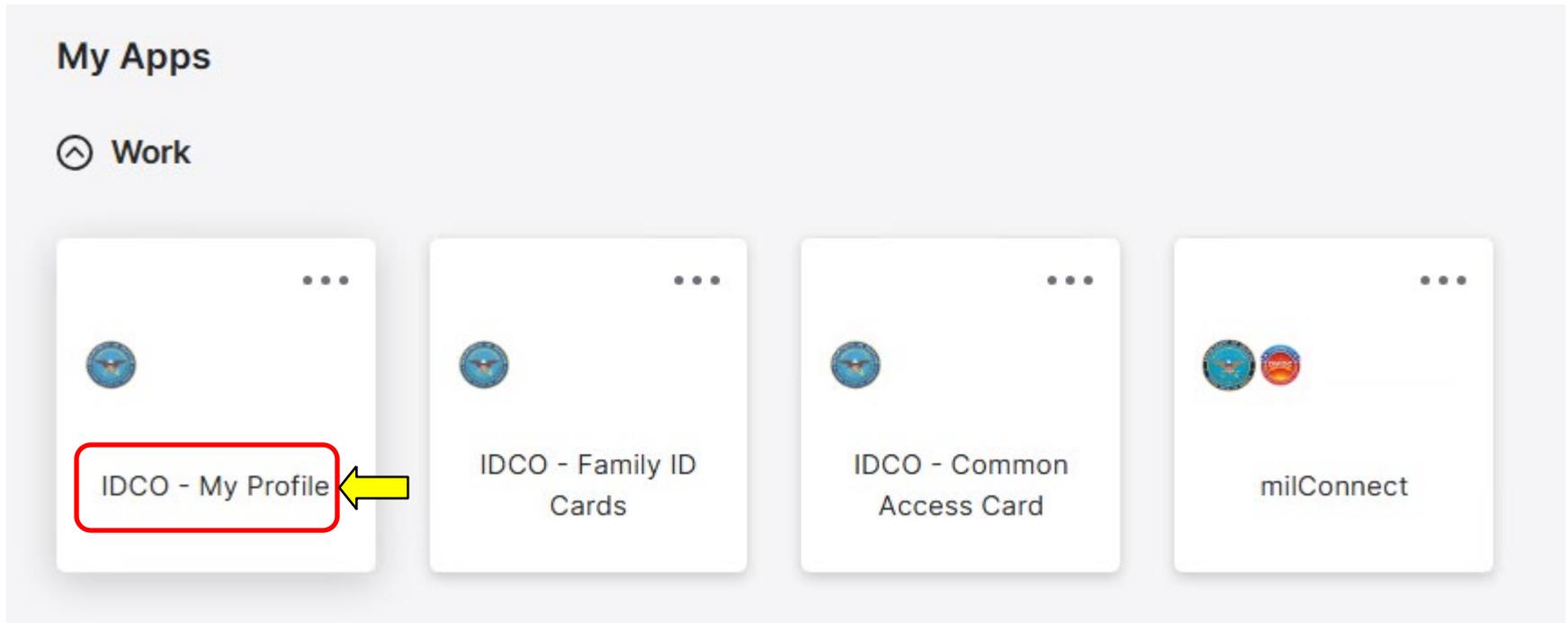
NOTE: You can also set up the OKLA authenticator app on this screen

# Select your *Authentication* certificate, click *OK*

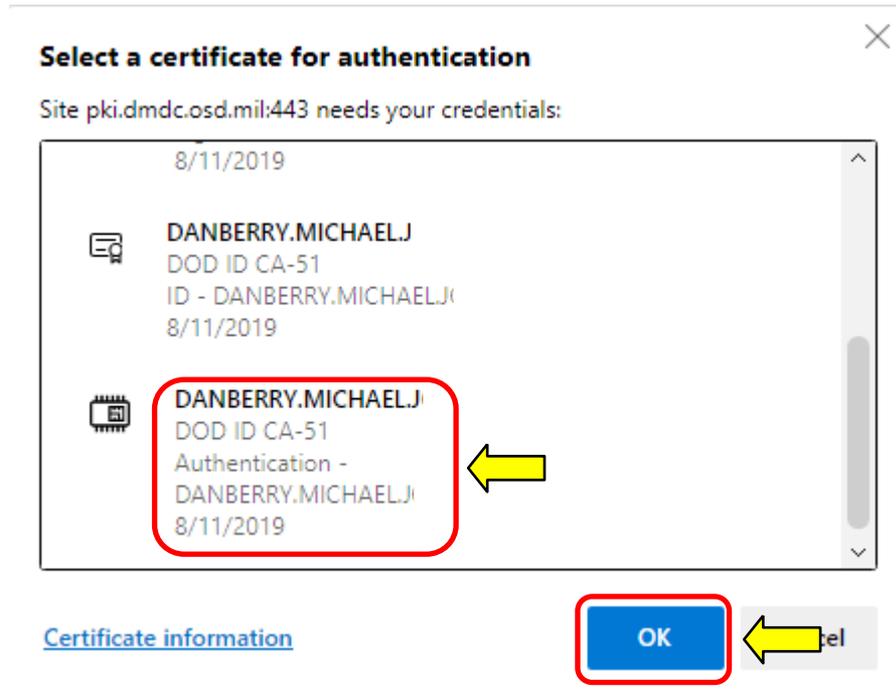


Enter your CAC PIN when prompted

# Click *IDCO – My Profile*



# Select your *Authentication* certificate, click *OK*



Enter your CAC PIN when prompted

The **Personal** tab displays first. Your Enterprise User Name (EUN), Primary / Residential Address, Email Address(es), and personal Phone Numbers can be updated on this tab. This information updates your contact information in DEERS.

## 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**, or **CTR**), so that you receive communications promptly. [Tips](#)

Personal ← RET CTR

---

Name  
Danberry, Michael J

Display Name for GAL  
Danberry, Michael J

**UPDATE GAL NAME**

NOTE: Select Update GAL Name to edit how your name is displayed in the GAL. Slides 28-29 provide more information

Update your contact information by selecting the desired persona tab [the example is for a CTR]

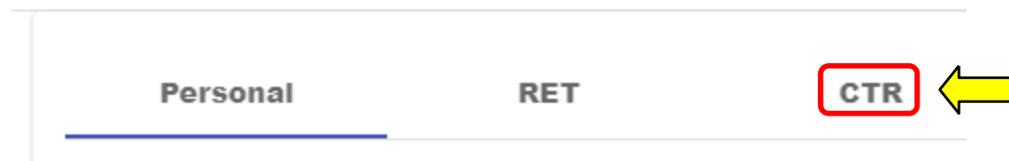
You may see different tabs depending on your persona(s):

CTR is used for Contractor personnel

MIL is used for Military personnel

CIV is used for Civilian personnel

Some people may have more than one persona tab, if you do, update all tabs.



AEED / AESMP personnel are required to change / update these 3 fields (along with Duty phone number on the next slide)

Duty Organization: **United States Army** \*

Duty Sub Organization: ----**Army Enterprise Service Desk** \*

(located under ARCYBER / United States Army Cyber Command (2<sup>nd</sup> Army) / --United States Army Network Enterprise Technology Command/9<sup>th</sup> Signal Command (Army), (see image on next slide)

Duty Install Location: **Fort Eisenhower, GA** \* (or closest military base to your location)

\* Select the drop down menu to change the fields

NOTE: The next slide will provide an image as to how it will look in the ID Card Office Online

# Image of IDCO screen

## Personnel Status

Persona Type

Contractor

Administrative Association

USA

Duty Sub Organization

----Army Enterprise Service Desk



DoD Association

DoD and Uniformed Service Contract employee

Duty Organization

United States Army

Duty Install Location

Fort Eisenhower, GA

----- ARCYBER -----

-----

United States Army Cyber Command (2nd Army)

--United States Army Network Enterprise Technology Command/9th Signal Command (Army)

----Army Enterprise Service Desk

# AESMP / AESD personnel must update your Duty address (based on work location) and **work phone number(s)**

## Addresses

CTR Duty Address

Address Line 1 \*

Address Line 1 is required.

Address Line 2

City \*

City is required.

State \*

State is required.

Zip \*

Zip is required.

Extension

Country \*

United States

**AESD-W Augusta:  
One 7<sup>th</sup> St, Suite A1  
Augusta, GA 30901**

**AESD-Pacific - Hawaii:  
546 Bonney Loop  
Fort Shafter, HI 96858**

**AESD-Korea:  
Unit 15228 Box: \_\_\_\_\_  
APO, AP 96271-5228**

**ATHD - Virginia:  
3306 Wilson Ave  
Fort Eustis, VA 23604**

**AESD-W-SIPR – Huachuca:  
2133 Cushing Street  
Fort Huachuca, AZ 85613**

**NOTE: Home based employees may use home address or one of the desk locations above**

## Phone/Fax Numbers

Duty

866-335-2769

SUBMIT

RESET

You must click on **SUBMIT** or it won't save

**Agents use: 866-335-2769 in the Duty: phone number field, others can use another number**

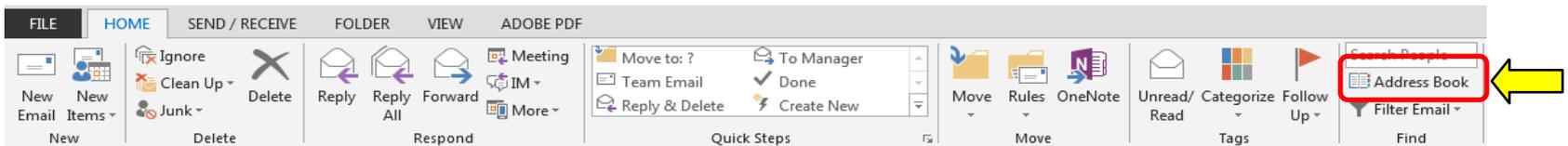
Changes can take between 4 to 48 hours to  
show

Presentation created and maintained by:  
Michael J. Danberry

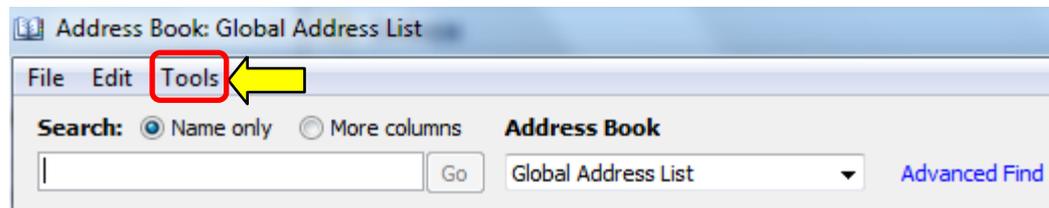
If you have questions, email:  
[Michael.j.danberry.ctr@army.mil](mailto:Michael.j.danberry.ctr@army.mil)

# How to make the Global Address List the first list to show up when using Outlook. (Not available when using webmail)

Open Outlook, click on the Address book icon

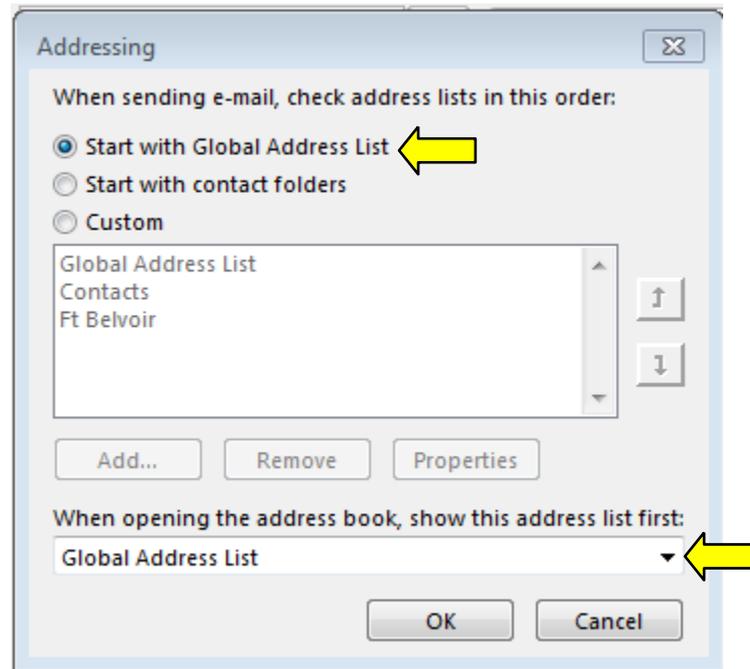


Click *Tools*, select: *Options...*



# How to make the Global Address List the first list to show up when using Outlook. (Not available when using webmail)(continued).

Select the circle next to *Start with Global Address List*



NOTE: Select the drop down for “When opening the address book, show this list first:” and change it to “Global Address List.”

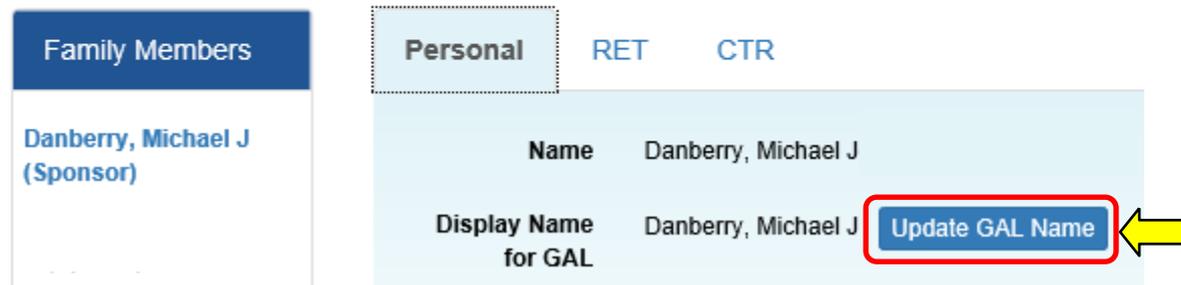
# How to change the “name portion” of your display name in the GAL (mentioned on slide 7)

The “name portion” of the display name includes your last name, first name, middle name, and nickname.

Select: Update GAL Name to start making changes

## Update and View My Profile

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



The screenshot shows a user interface for updating a profile. On the left, there is a sidebar with a blue header 'Family Members' and a list item 'Danberry, Michael J (Sponsor)'. The main content area has a top navigation bar with three tabs: 'Personal' (highlighted with a dotted border), 'RET', and 'CTR'. Below the tabs, there is a table with two rows. The first row is 'Name' with the value 'Danberry, Michael J'. The second row is 'Display Name for GAL' with the value 'Danberry, Michael J'. To the right of the 'Display Name for GAL' value is a blue button labeled 'Update GAL Name', which is enclosed in a red rectangular box. A yellow arrow points from the right towards this button.

Tab	Value
Personal	Danberry, Michael J
RET	
CTR	

Name	Danberry, Michael J
Display Name for GAL	Danberry, Michael J

# How to change the “name portion” of your display name in the GAL (continued)

This screen provides you options to alter parts of the name portion of your display name, including adjusting capitalization, and adding hyphens or apostrophes. The current value of a user’s display name is shown at the top.

To modify your display name, select the desired option(s) and/or enter desired personal information. **Custom** allows the insertion of **special characters** (dots, dashes, and apostrophes) and “camel-case” **capitalization** (i.e., “Mcdonald” to “McDonald”), but the **letters must remain the same**.

## Display Name for DoD Global Address List (GAL)

Current Value  
Danberry, Michael J

---

Last Name  
Danberry  Full  Custom Custom Last Name

---

First Name  
Michael  Full  Initial  Custom\* Custom First Name

---

Middle Name  
J  Full  Initial  Custom\* Custom Middle Name

---

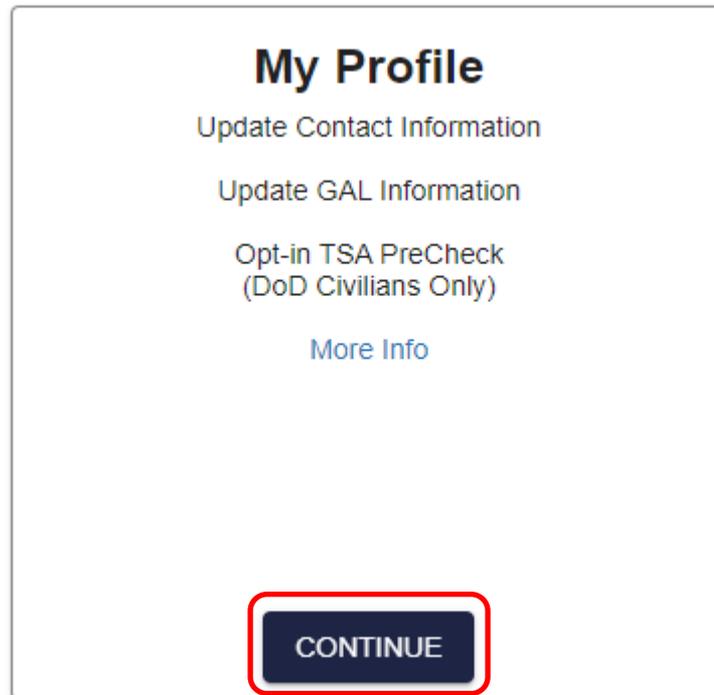
Cadency  
No Cadency Found.

---

Preferred First Name^

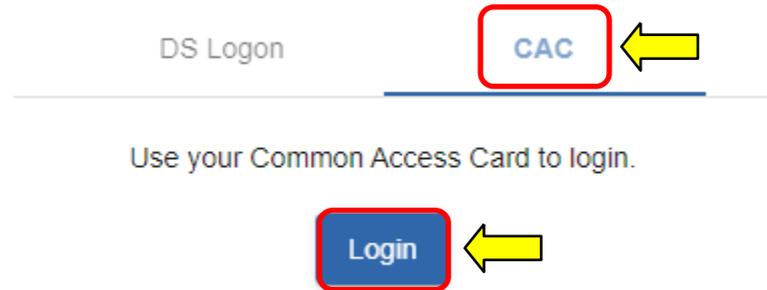
Preview: Danberry, Michael J

If both you and your spouse have a DEERS account, you may need to go to the DMDC ID Card Office Online website: <https://idco.dmdc.osd.mil/idco> select *Continue* under *Family ID Cards*

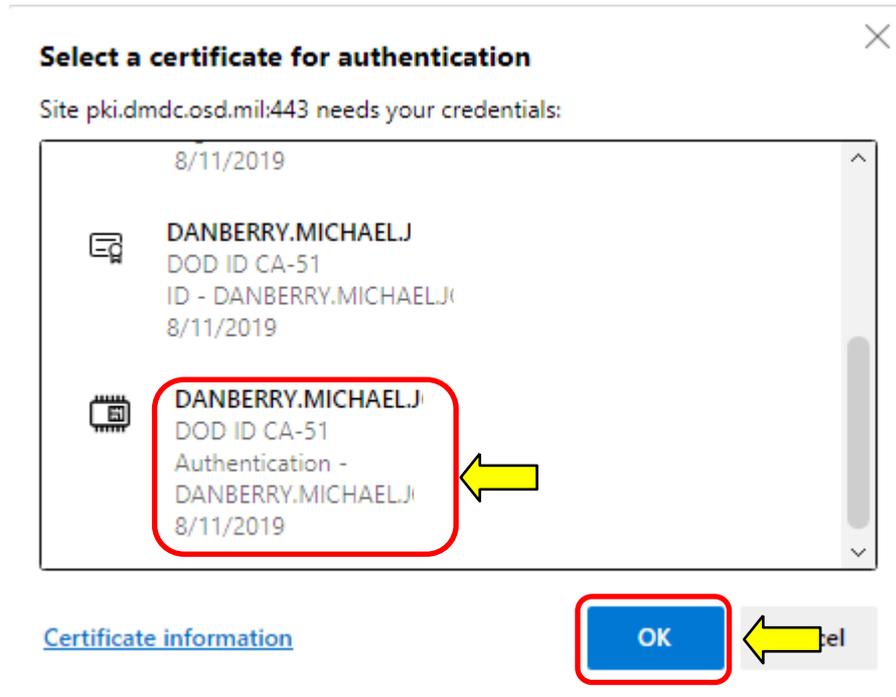


# Select *Login* (again) under the CAC tab

NOTE, this page may or may not show up for you



# Select Authentication, click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

# Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

ActivID®  
ActivClient®

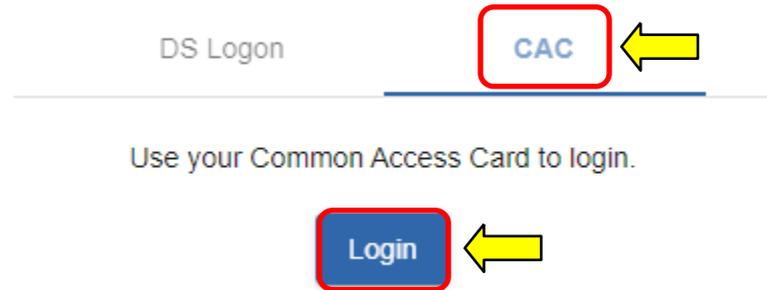
Please enter your PIN.

PIN \*\*\*\*\*

OK Cancel

# Select *Login* (again) under the CAC tab

NOTE, this page may or may not show up for you



# Read the *Self-Service Consent to Monitor*, click OK

DMDC Information and Technology for Better Decision Making

 milConnect

## Self-Service Consent to Monitor

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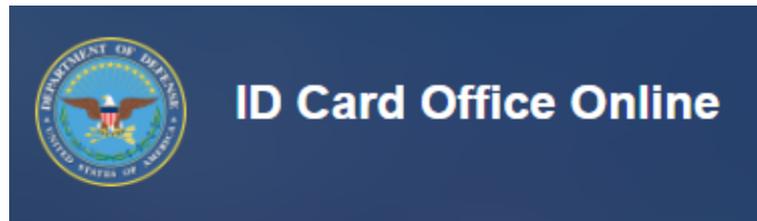
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- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and 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 communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Contact DMDC](#) || [Accessibility/Section 508](#) || [USA.gov](#) || [No Fear Act Notice](#)

←

# Dual DEERS personnel specific page

If you are married to a current or retired military member and cannot get your information to show you as being the Sponsor, you may be showing up as a family member.



## Update and View My Profile

Edit your **personal** information on your Personal tab and yo

Logged on as Sponsor: MICHAEL DANBERRY. Last succes

[Change Sponsor](#)



Click *Change Sponsor*

# Dual DEERS personnel specific page

Select your name from the Sponsor drop down menu, click *Save*

## Sponsor

Choose the sponsor under which you

Current sponsor is: SELF

Select a Sponsor



Now you can  
return to slide 22  
to continue with  
this guide  
updating your  
GAL Information

# Abbreviations, Acronyms, and Terms

Acronym / term	Definition
CAC	Common Access Card
CVS	Contractor Validation System, replaced by TASS
DEERS	Defense Enrollment Eligibility Reporting System
DISA	Defense Information Systems Agency
DMDC	Defense Manpower Data Center
DoD	Department of Defense
GAL	Global Address List
IASO	Information Assurance Security Officer
IMO	Information Management Officer
MP ICAM	Mission Partner Identity, Credentialing, Access Management (replaced TASS)
NETCOM	(Army) Network Enterprise Technology Command
RAPIDS	Real-Time Automated Personnel Identification System
SPOC	Service / Agency Point of Contact
TA	Trusted Agent
TASS	Trusted Associate Sponsorship System (replaced CVS)

Changes can take between 4 to 48 hours to  
show

Presentation created and maintained by:  
Michael J. Danberry

If you have questions, email:  
[Michael.j.danberry.ctr@army.mil](mailto:Michael.j.danberry.ctr@army.mil)