Updating Email Address in milConnect "Rapids Self Service"

Log into Rapids Self Service "Rapids Self Service"

Select Sign In

Next Screen Select OK

Next Screen select Login (under the CAC Common Access Card)

Next Screen Select non-email certificate. And enter pin.

Under Next screen: Select <u>Change CAC Email</u>

Next screen will read CAC in preparation to change email on CAC. Click <u>Proceed</u>
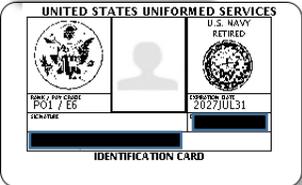
The next process could take some time, (from 1 to 5 minutes) do not click refresh or back (this process uses Java) you will be prompted for your pin… Enter your Pin.

The next screen will have a checkbox that states "Change from email provided your organization to another email address" (Click this checkbox)

Current email will be listed here: Example: First.Last@us.navy.mil

Change Email

Your organization has provided a default email address for you.

Warning - it is recommended that you keep the email address provided by your organization.

Current Email Address: ████████████████████

Enter new email address

first.last@us.navy.mil

Confirm new email address

first.last@us.navy.mil   ×

☑ Change from email provided by your organization to another email address

☐ Add Personnel Category Code to UPN

[Next] [Cancel]

Type in new email address: Example: First.mi.Last.mil@mail.mil

Change Email

Your organization has provided a default email address for you.

Warning - it is recommended that you keep the email address provided by your organization.

Current Email Address: steven.m.howard1.civ@mail.mil

Enter new email address

first.mi.last.mil@mail.mil

Confirm new email address

first.mi.last.mil@mail.mil   ×

☑ Change from email provided by your organization to another email address

☐ Add Personnel Category Code to UPN

[Next] [Cancel]

Selecting "Next" will update the email address to the new one specified as well as updating the encryption certificate and signature certificate for the new email address.

Once complete your CAC will have the new email address.