

# Updating Email Address in milConnect “Rapids Self Service”

Log into Rapids Self Service “[Rapids Self Service](#)”

Select [Sign In](#)

**Sign In**

<b>Renew/Replace Family ID Cards</b> Renew/Replace Family ID Cards Update Your Contact Information Update a Family Member's Contact Information Add a Family Member	<b>CAC Maintenance</b> Update Your Email Address Download Applications Activate the PIV Authentication Certificate Add PCC to UPN
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[Sign In](#)

Next Screen Select [OK](#)

**Self-Service Consent to Monitor**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-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.
- 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](#)

[OK](#)

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

**RAPIDS Self-Service ID Card Office Online**

[Help Center](#) [+](#)

**Be advised:**  
If you receive a P6 error, retry using your DoD ID number, which is the 10-digit number found on your DoD or VA card.

**DS LOGON ?**  
Department of Defense Self-Service

DS Logon Username

DS Logon Password

[Forgot DS Logon Username?](#)  
[Forgot DS Logon Password?](#)

[Login](#)

**CAC ?**  
Common Access Card



Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.

[Login](#)

[More DS Logon Options](#)

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

Under Next screen: Select Change CAC Email

Affiliation	Agency/Department	Card Expires	Card Pairing Code
Civil Service (DoD and Uniformed Service) <i>End Date UNKNOWN</i>	Army	2018Mar02	
<a href="#">Change CAC Email</a> ?	<a href="#">Activate PIV certificate</a> ?		
<a href="#">Download Applications</a> ?	<a href="#">Add PCC on UPN</a> ?		
<a href="#">Print Family List</a> ?			

Next screen will read CAC in preparation to change email on CAC. Click Proceed

**Sponsor ID Cards**   **Change Email Address**

Read CAC   Enter Email   Summary   Confirmation

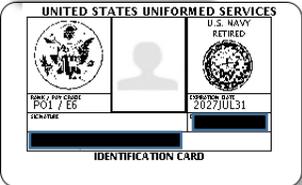
**SELECTED CARD**



**Reading CAC for Change CAC Email**

To change the email address, information must be read from your CAC.  
**This can take several minutes.**  
Please do not refresh the screen or click the browser's back button.

[Proceed](#)   [Cancel](#)



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.

Reading data from CAC ... 0%

Verifying if CAC platform is supported... 45%

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: [REDACTED]

Enter new email address  
first.last@us.navy.mil

Confirm new email address  
first.last@us.navy.mil x

Change from email provided by your organization to another email address  
 Add Personnel Category Code to UPN

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Next Cancel

Type in new email address: Example: [First.mi.Last.mil@mail.mil](mailto: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 x

Change from email provided by your organization to another email address  
 Add Personnel Category Code to UPN

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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.