

How To:

Verify/Update CAC primary E-mail address to @us.navy.mil on ID card office online.

(Before Attempting, machine must have ActivClient US Department of Defense configuration and the HID Chrome extension installed)

1. On a computer with a CAC reader, open a supported browser and visit <https://idco.dmdc.osd.mil/idco/>.

NOTE: Currently Only Chrome is working. Edge and Firefox are not working at this time. HID Extension can be installed from Chrome store if you click on it from prompt on webpage or use following link:

<https://chrome.google.com/webstore/detail/hid-credential-management/ncphcdigcdkjeagemagmchkgommoifjd>

(After installing extension, browser must be closed and re-opened)

2. Click on Continue Button under “Common Access Card” tab.

Please note that Legacy RSS version (i.e., MS IE and Java) will no longer be available after 9/30. Please utilize the “Common Access Card” tab that requires web-browser extension instead (2nd box).

Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.

- ID Card Office Locator & Appointments**
 - Find a RAPIDS ID Card Office
 - Make an Appointment
 - More Info
 - CONTINUE
- Common Access Card**
 - Update Email Address
 - Add Joint Data Model Applet
 - Extend Academy Student Certificate
 - More Info
 - CONTINUE
- Family ID Cards**
 - View Sponsor/Family ID Card
 - Nominate Family Member
 - Renew Family Member ID Card
 - Print Family List
 - More Info
 - CONTINUE
- My Profile**
 - Update Contact Information
 - Update GAL Information
 - Opt-in TSA PreCheck (DoD Civilians Only)
 - More Info
 - CONTINUE

3. Select CAC tab as login method and click on “Login”

ATTENTION!
All Users

ATTENTION ALL USERS: PLEASE READ THE BELOW INFORMATION IN ITS ENTIRETY

ACTION NEEDED: Phone Numbers can be updated by yourself by logging into your DS Logon account and going to 'UPDATE CONTACT INFORMATION.' This will take you to a screen to update your own phone number and email. Please ensure your phone (e.g., cell, landline) and email address is accurate as future security features will be enabled soon and you won't have access to your DS Logon account if the phone number is not one you can access.

IMPORTANT: After visiting DS Logon or one of our partner sites, CLOSE your browser window AND all open tabs. This will help protect your information and privacy. If you choose not to close your browser and all open tabs, this can enable third parties access to your PRIVATE HEALTH and BENEFIT INFORMATION.

Dismiss

DS Logon **CAC**

Use your Common Access Card to login.

Login

4. Select Authentication/PIV certificate when prompted.

5. On Verify Contact Information Page, confirm information is correct and click on “Continue”, and then “Continue” again on the next screen.

Verify Contact Information

Confirm the following information is accurate. Your email or mobile phone number will be used for future logins. If the information is not accurate, press Edit to revise. If no changes are needed, press Continue.

Primary Personal Email	Primary Personal Phone
a...e@live.com	...0538

Click here to not show this page again for 1 year.

Edit Continue

6. Click “OK” on the Consent to Monitor screen that appears.

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

7. Select Authentication/PIV certificate again when prompted.

8. On the next screen that appears, select “Change CAC Email”

University of the South Florida

CAC Maintenance

Help Feedback Logout

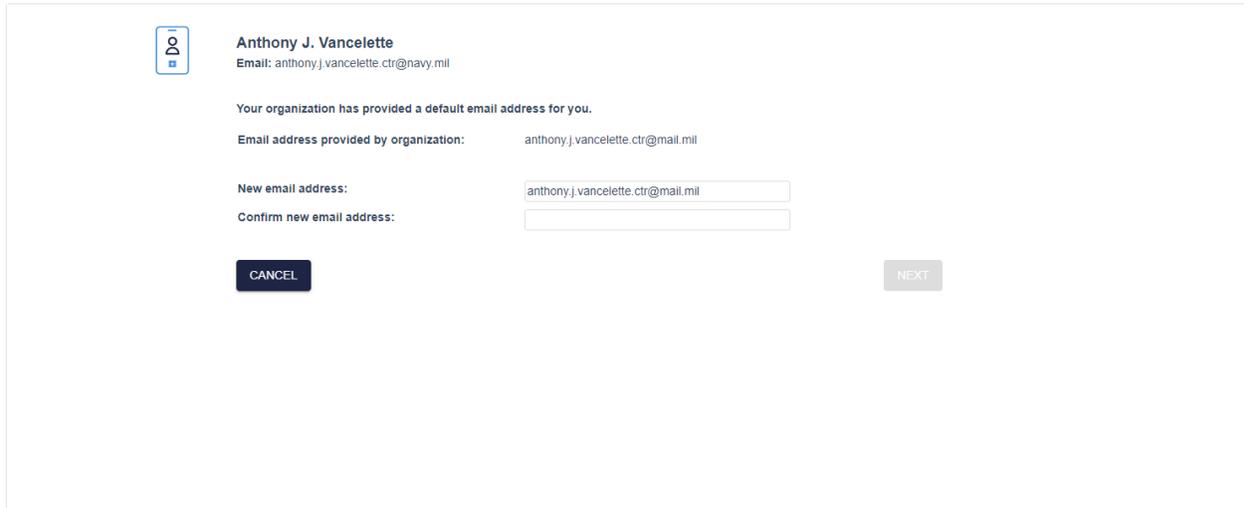
Extension Version: 4.0.0.298 CMC Version: 4.0.293

Anthony J. Vancelette
Email: anthony.j.vancelette.ctr@navy.mil

Affiliation Contractor (DoD and Uniformed Service)	Agency/Department Navy	Card Expires Aug 04, 2023
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CHANGE CAC EMAIL ADD JOINT DATA MODEL APPLLET

9. Replace the populated email address with your FlankSpeed email address and click Next.



Anthony J. Vancelette
Email: anthony.j.vancelette.ctr@navy.mil

Your organization has provided a default email address for you.

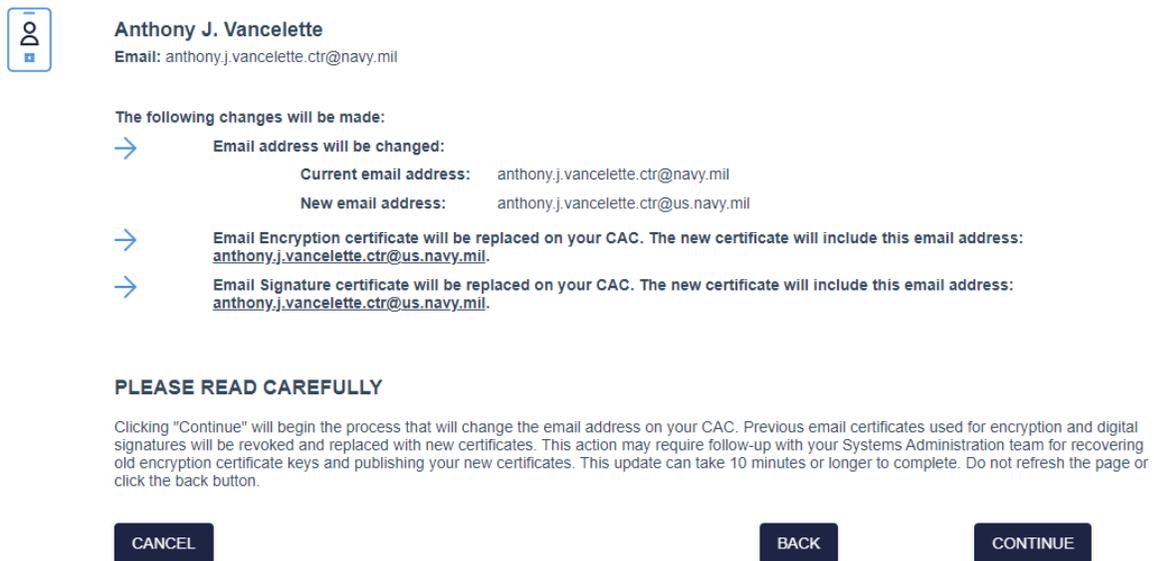
Email address provided by organization: anthony.j.vancelette.ctr@mail.mil

New email address:

Confirm new email address:

CANCEL **NEXT**

10. On the next screen, confirm the address that is being updated is correct and click "Continue".



Anthony J. Vancelette
Email: anthony.j.vancelette.ctr@navy.mil

The following changes will be made:

- **Email address will be changed:**
Current email address: anthony.j.vancelette.ctr@navy.mil
New email address: anthony.j.vancelette.ctr@us.navy.mil
- **Email Encryption certificate will be replaced on your CAC. The new certificate will include this email address:**
anthony.j.vancelette.ctr@us.navy.mil.
- **Email Signature certificate will be replaced on your CAC. The new certificate will include this email address:**
anthony.j.vancelette.ctr@us.navy.mil.

PLEASE READ CAREFULLY

Clicking "Continue" will begin the process that will change the email address on your CAC. Previous email certificates used for encryption and digital signatures will be revoked and replaced with new certificates. This action may require follow-up with your Systems Administration team for recovering old encryption certificate keys and publishing your new certificates. This update can take 10 minutes or longer to complete. Do not refresh the page or click the back button.

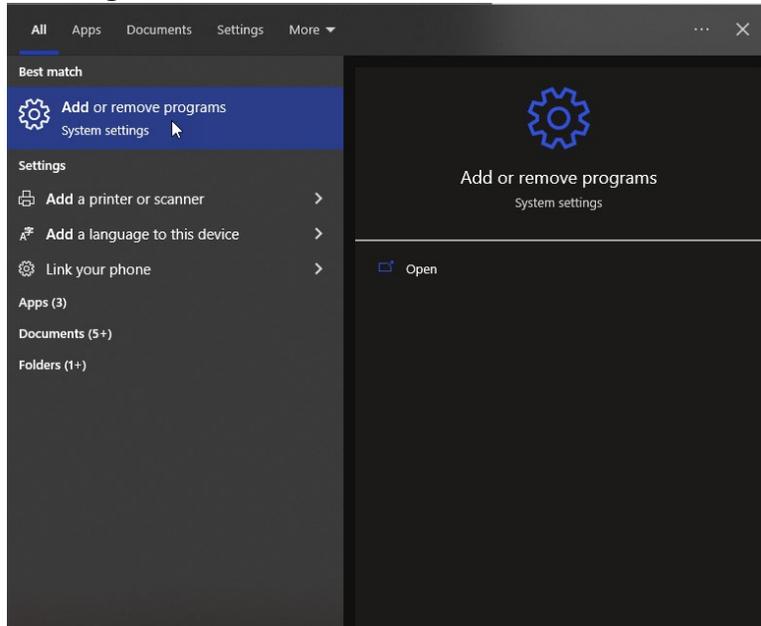
CANCEL **BACK** **CONTINUE**

11. You will see a progress bar showing that the information on your CAC is being updated. Do not remove CAC, close browser, or refresh page while this is in progress.

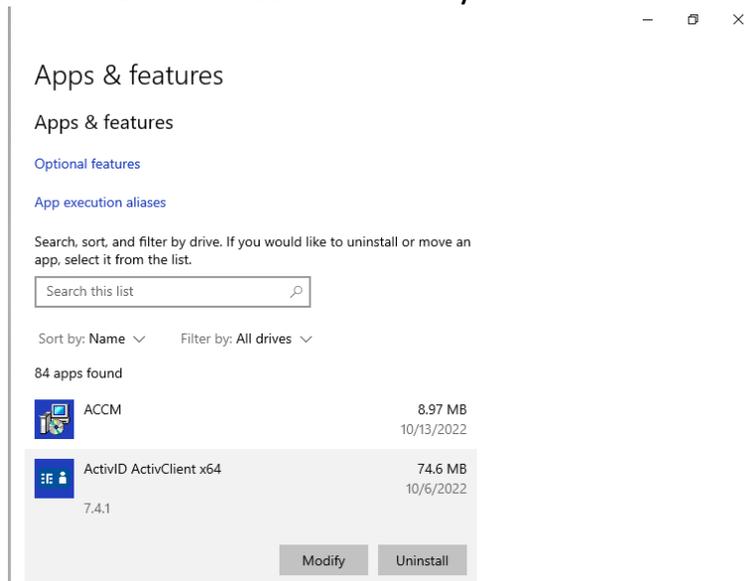
12. Once the update is completed you should be able to sign out of the IDCO webpage and close the browser.

Installing ActivClient Department of Defense Configuration

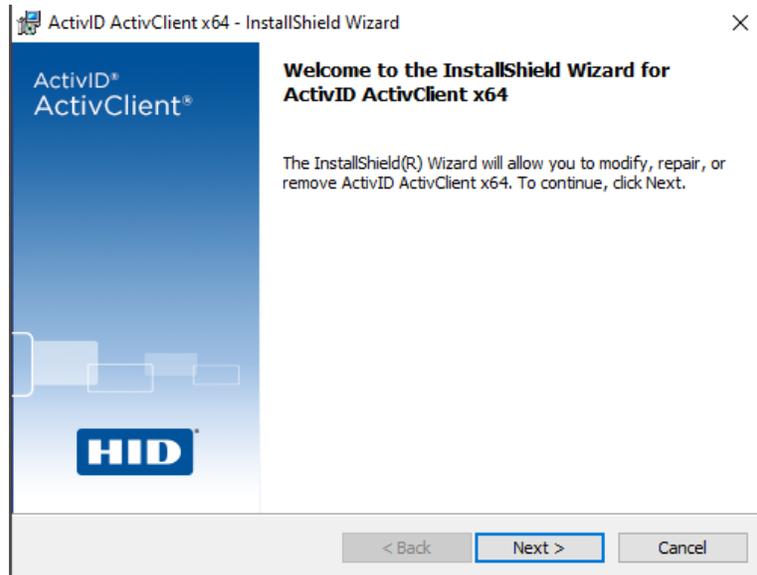
1. On NMCI machine, open start menu and navigate to ADD or REMOVE programs settings menu



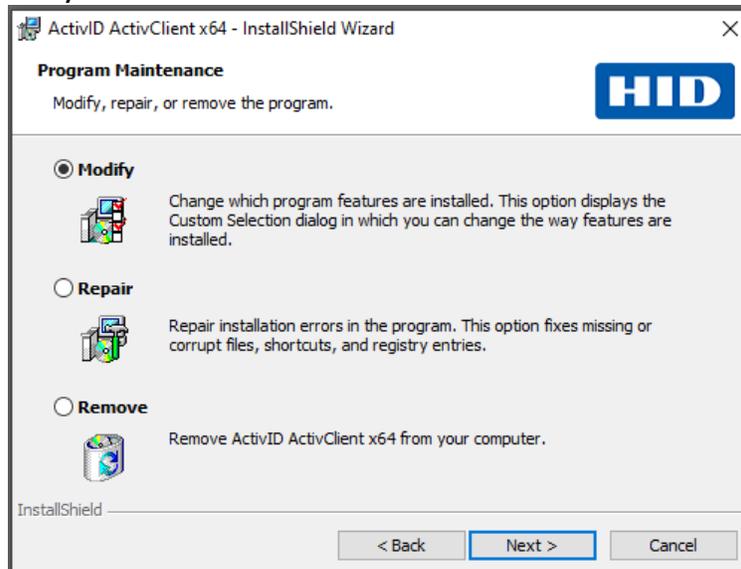
2. Click on “ActivClient” and select “Modify”



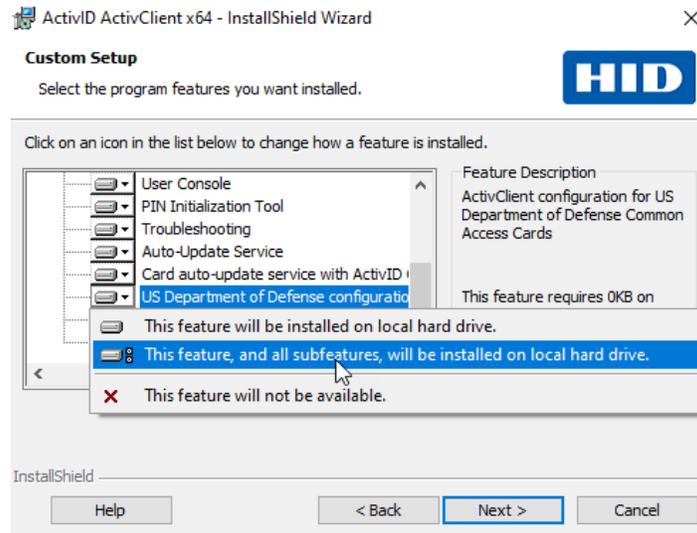
3. Click "Next"



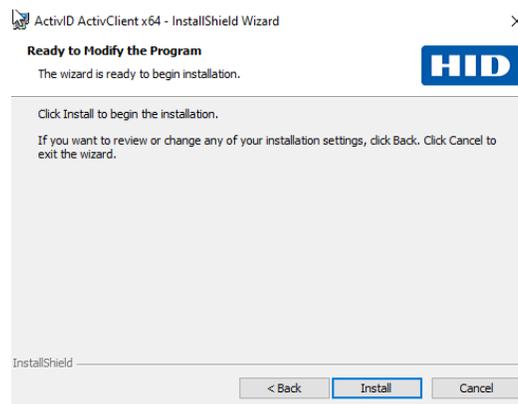
4. Select "Modify" and click "Next"



5. Scroll down to “US Department of Defense Configuration” option, click on the button, select “This feature, and all subfeatures, will be installed on the local hard drive”, and click “Next”.



6. Click “Install”



7. After Installation Completes click “Finish”

