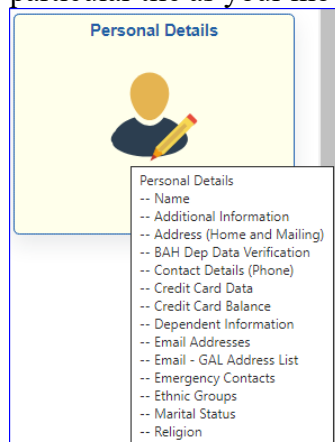# Self Service – Email Addresses

Introduction

This guide provides the procedures for adding an Email Address in Direct Access (DA).

Information

- Email addresses are important to maintain in DA due to notifications for Orders and password resets. They are also used for eResumes and CGPAAS.
- Per DHS and Coast Guard information security policies only the e-mail extensions (domains) of **.mil**, **.gov**, and **.edu** may be used in the **Business E-mail Address** field of DA because transmission of Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (SPII) over the internet is not permitted.
- The use of Internet webmail (Gmail, Yahoo, AOL, etc.) or other personal e-mail account is **not** authorized. You can, and are encouraged to, enter your personal e-mail address in the system using the **Home e-mail** address type.
- CG personnel shall continue to remain cognizant of PII and SPII, particularly data extracts, while utilizing DA e-mail functionality. All users shall adhere to guidance set forth in the Handbook for Safeguarding Sensitive Personally Identifiable Information at DHS (DHS MD 4300A).
- Users having trouble updating their DA Business E-mail address should contact their Admin Office for assistance. P&A's can update the Business Address field via the E-mail Address link on the DA Home Page. After the e-mail address is updated, the user can request a new password via the forgotten password link on the DA home page.

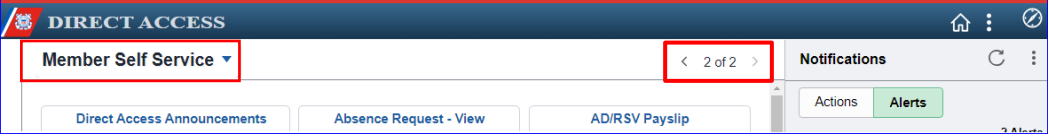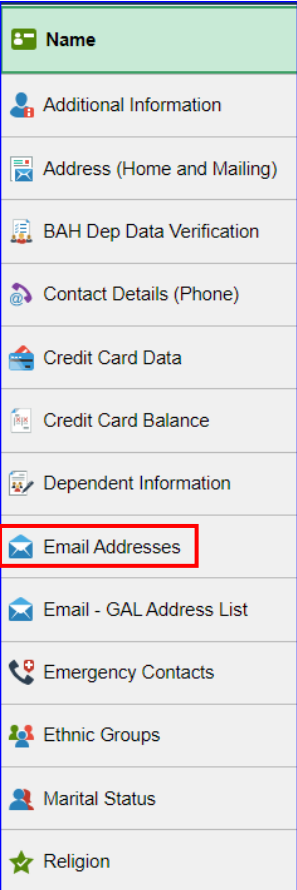**Changes to Direct Access Homepage**

You will notice a change in how Direct Access displays upon login. There is a new "hover" feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.

Self Service – Email Addresses, Continued

Procedures   See below.
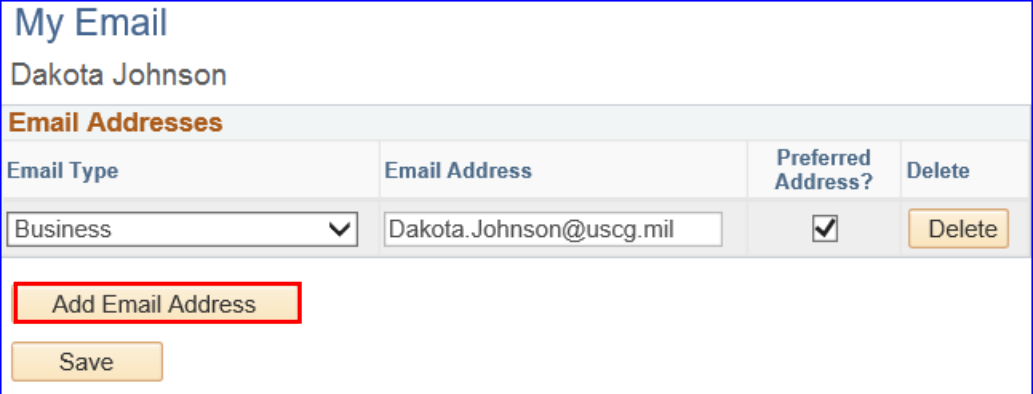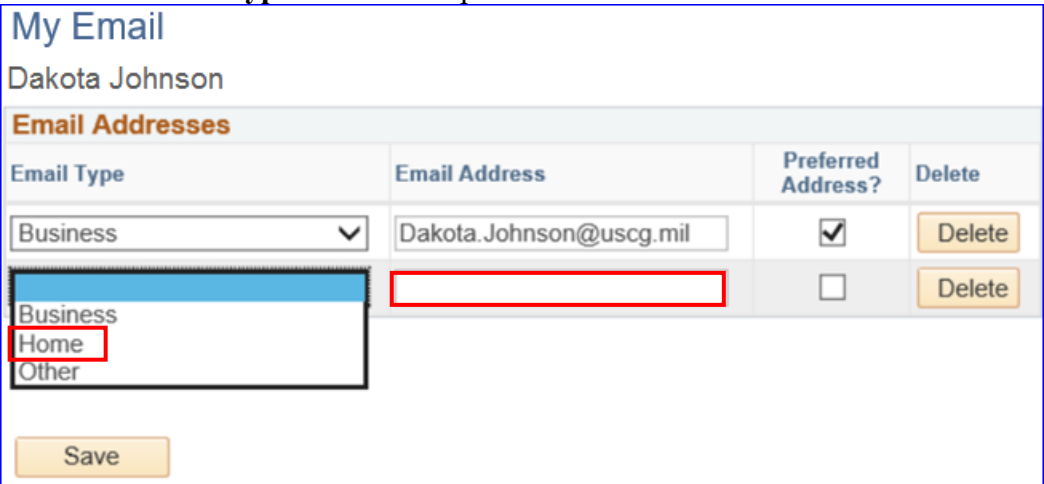
Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Personal Details** tile.
3	Select the **Email Addresses** option.

Self Service – Email Addresses, Continued

Procedures,
continued

Step	Action
4	Current email addresses in the system will display (if any). To add an email address, click **Add Email Address**. My Email Dakota Johnson **Email Addresses** Email Type: Business — Email Address: Dakota.Johnson@uscg.mil — Preferred Address? ☑ — Delete **Add Email Address** Save
5	Select the **Email Type** from the drop-down and enter the new **Email Address**. My Email Dakota Johnson **Email Addresses** Email Type: Business — Email Address: Dakota.Johnson@uscg.mil — Preferred Address? ☑ — Delete Drop-down options: Business / Home / Other — Email Address: [blank] — Preferred Address? ☐ — Delete Save
6	Click **Save**. My Email Dakota Johnson **Email Addresses** Email Type: Business — Email Address: Dakota.Johnson@uscg.mil — Preferred Address? ☑ — Delete Email Type: Home — Email Address: Dakota.Johnson@outlook.com — Preferred Address? ☐ — Delete Add Email Address **Save**