

Self Service – Email Addresses

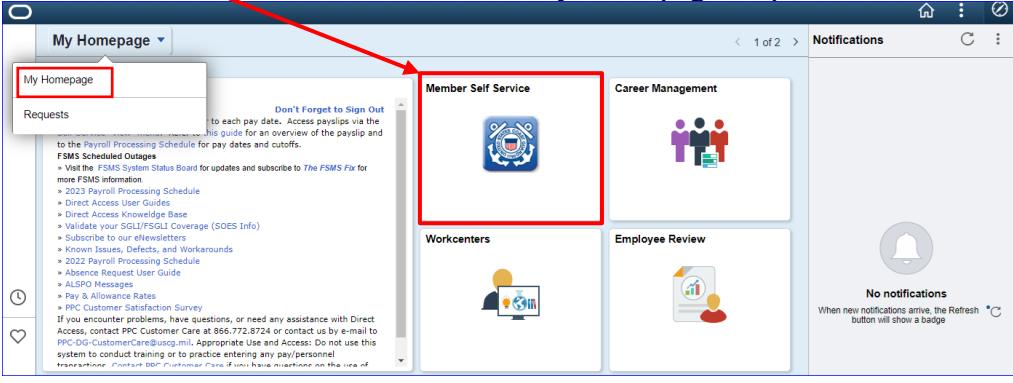
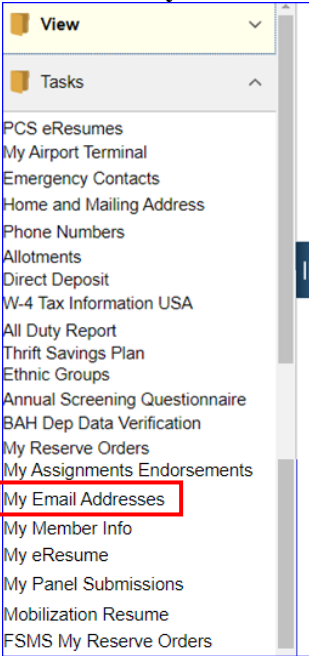
Introduction This guide provides the procedures for adding an Email Address in Direct Access (DA).

- 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.
 - The use of Internet webmail (Gmail, Yahoo, AOL, etc.) or other personal e-mail account is not authorized in the **Business E-mail Address** field because transmission of Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (SPII) over the internet is not permitted. **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 Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (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 experiencing difficulty updating their DA Business E-mail address should contact their Servicing Personnel Office (SPO) for assistance. SPOs have the ability to update the Business Address field via the E-mail Address link on the DA Portal 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.

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Self Service – Email Addresses, Continued

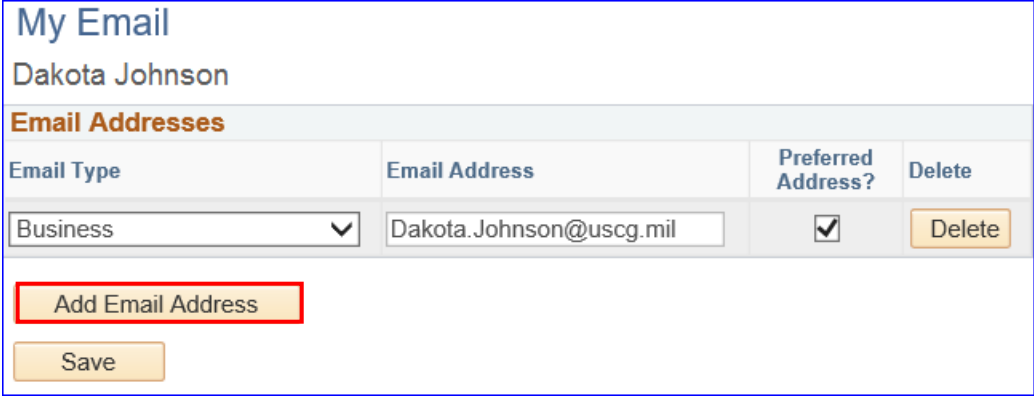
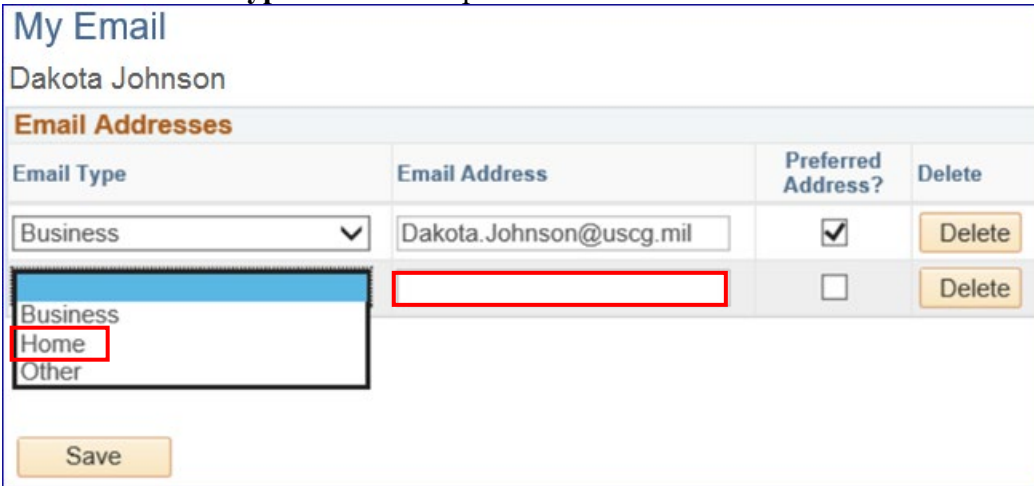
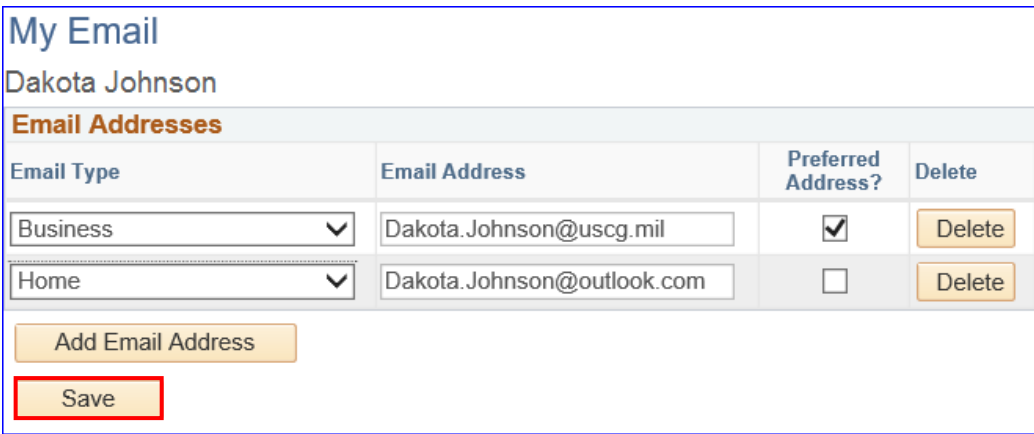
Procedures See below.

Step	Action
<p>1</p>	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
<p>2</p>	<p>Select the My Email Addresses option.</p> 

Continued on next page

Self Service – Email Addresses, Continued

Procedures,
continued

Step	Action												
3	<p>Current email addresses in the system will display (if any). To add an email address, click Add Email Address.</p>  <p>My Email Dakota Johnson</p> <p>Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Dakota.Johnson@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete				
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