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							
1	lick on Member Self Service from the My Homepage drop-down.							
	O My Homepage *	C 1 of 2 ≥ Notifications C :						
	My Homepage							
	Requests Don't Forget to Sign Out to each pay date. Access paysigs with the the guide for an overvice with the paysig and FMS Scheduled Outges Image of the paysig and to the Payroll Processing Schedule for pay dates and cutoffs. - Viat the FSIXS System Status Board for updates and subscribe to The FSIXS Fix for more FSIXS information - 2023 Payroll Processing Schedule - Wat the FSIXS Outges							
	Contract Access Knowledge Base Violately war Scuttering and paylogeness Access Knowledge Base Violating School Coverage (SOES Info) Subscribe to and elevelators Known Issues, Defects, and Workarounds 2022 Payroll Processing Schoolule Access Could Base Schoolule Violating Schoolule Access Could Base Schoolule Violating S	Employee Review Image: Constraint of the second s						
2	Select the My Email Addresses option.							

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Self Service – Email Addresses, Continued

Procedures,

continued

Step	Action						
3	Current email addresses in the system will display (if any). To add an email						
	address, click Add Email Address.						
	My Email						
	Email Addresses						
	Email Type	Email Address	Preferred Address?	Delete			
	Business 🗸	Dakota.Johnson@uscg.mil	\checkmark	Delete			
	Add Email Address Save						
4	Select the Email Type from the dron-down and enter the new Email Address						
	My Email						
	Dakota Johnson						
	Email Addresses						
	Email Type	Email Address	Preferred Address?	Delete			
	Business 🗸	Dakota.Johnson@uscg.mil	\checkmark	Delete			
				Delete			
	Business						
	Other						
	Save						
5	Click Save.						
	My Email						
	Dakota Johnson						
	Email Addresses						
	Email Type	Email Address	Preferred Address?	Delete			
	Business 🗸	Dakota.Johnson@uscg.mil	\checkmark	Delete			
	Home	Dakota.Johnson@outlook.com		Delete			
	Add Email Address						
	Save						