Updating Enterprise Email GAL Data

Open the MilConnect website:  http://milconnect.dmdc.mil

In the upper right corner, click on the “Sign In” button:

Click “OK” to accept the user agreement:

Click the “CAC” tab and then click “Login”:
Once logged in, click the link to “Update GAL Info”:

Depending on your status, you may have more than one persona tab (MIL, CIV, CTR, or NFG). You need to update your details on ALL OF THEM.
Under “Duty Organization”, choose “National Guard”:

<table>
<thead>
<tr>
<th>Duty Organization:</th>
<th>National Guard</th>
</tr>
</thead>
</table>

Under “Duty Sub Organization”, scroll down until you find “—NG – Army National Guard – Nebraska”:

<table>
<thead>
<tr>
<th>Duty Sub Organization:</th>
<th>—NG – Army National Guard – Nebraska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>—NG – Army National Guard – Nebraska</td>
</tr>
<tr>
<td>Duty Installation/Location:</td>
<td>--- please choose one from list... ---</td>
</tr>
<tr>
<td>Building:</td>
<td>National Guard Facilities (Army and Air) State of Missouri</td>
</tr>
<tr>
<td>Room:</td>
<td>National Guard Facilities (Army and Air) State of Nebraska</td>
</tr>
</tbody>
</table>

Type in your “Job Title”.

Under “Duty Installation/Location”, choose “National Guard Facilities (Army and Air) State of Nebraska”:

Ensure that your duty address is correct:

```
Addresses

MIL Duty Address

* Address Line 1
Address Line 2
City
* State ---Select--
Zip
* Country ---Select--

Attached Unit Address

Address Line 1: HHC 67TH BFS8
Address Line 2: 1776 N 10TH ST
City: LINCOLN
State: Zip: 68508-1096
Country:
```
Enter your phone number(s). These will be visible in the GAL.

Repeat the above steps for each persona tab in your profile. (MIL, CIV, CTR, NFG, etc.)