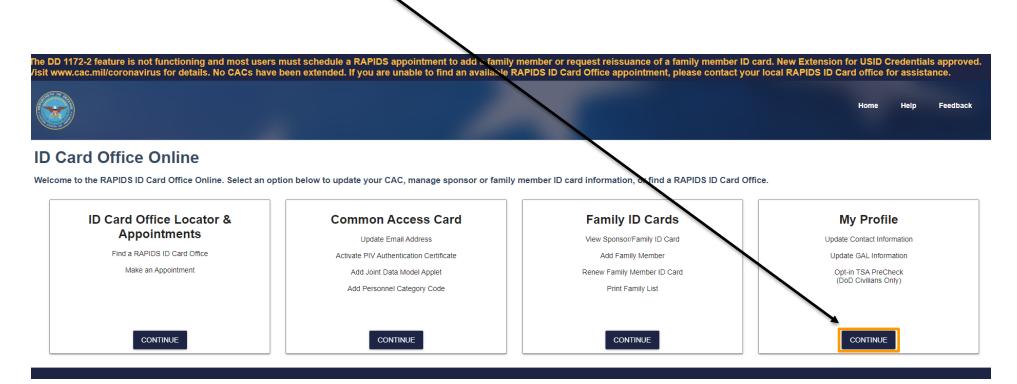
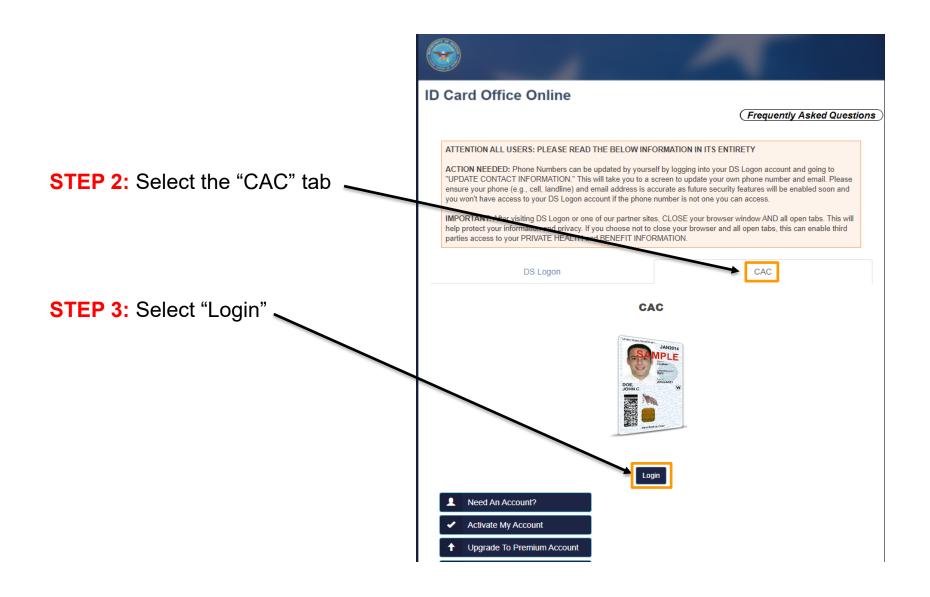


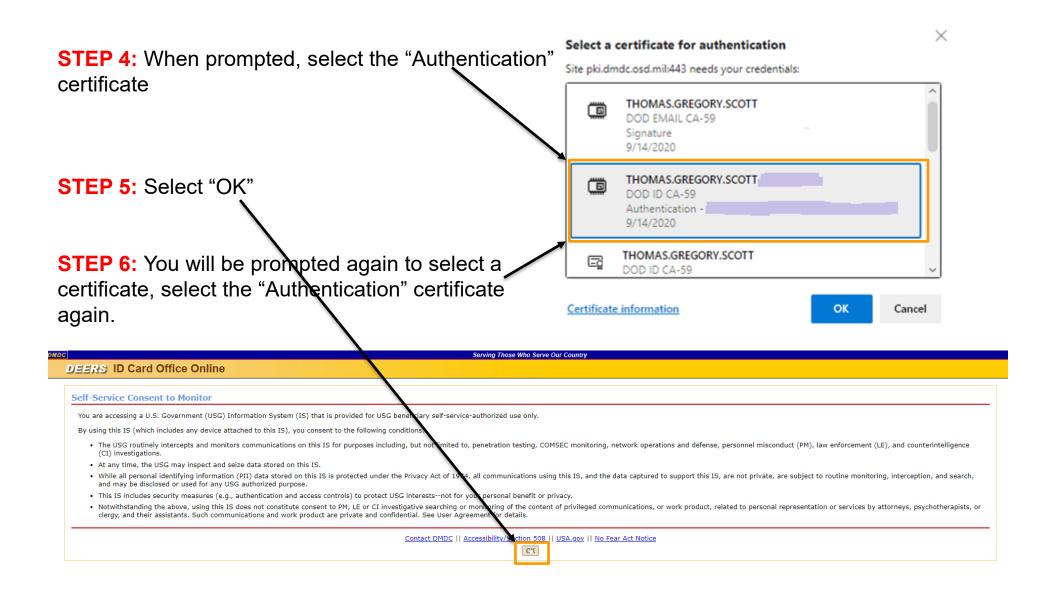
Step-by-Step Instructions

** Note: Utilize Microsoft Edge web browser to complete each part **

STEP 1: Navigate to https://idco.dmdc.osd.mil/idco/ via Microsoft Edge web browser. Select "Continue" located within the 'My Profile" box.







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).

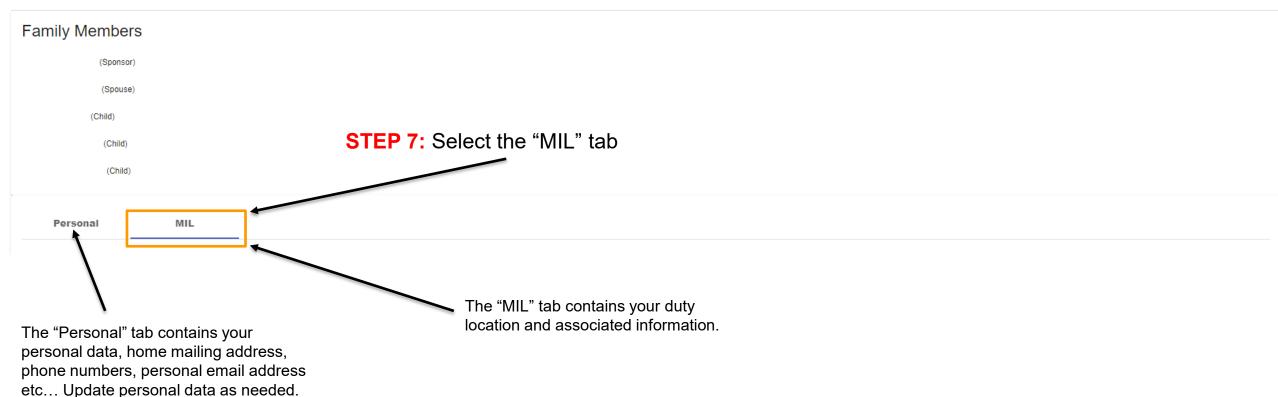


Help

Logout

Update and View My Profile

Edit your personal information on your Personal tab and your work information on your work tab (for example, MIL, CIV, or CTR), so that you receive communications promptly. Tips



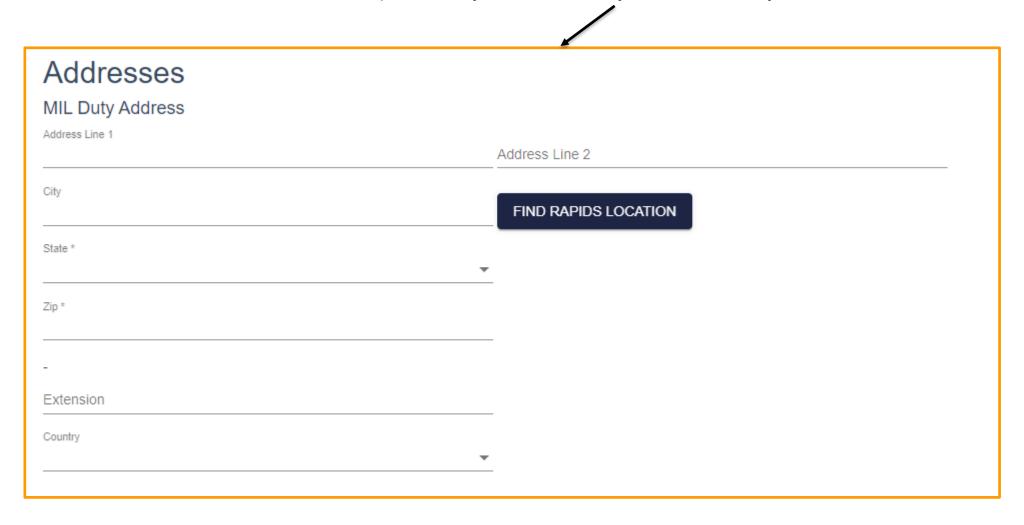
STEP 8: Update the fields identified below. Fields must be updated in order as some fields are reliant on previous data input. The information provided must be current and accurate, many Army systems "pull" data from the ID Card Office database.

Personal

MIL

Personnel Status DoD Association Administrative Association Persona Type USA Military Active Duty member Duty Organization Duty Sub Organization Office Symbol 3 2 United States Army Job Title **Duty Install Location** Building 5 6 Begin Date Projected End Date Room Pay Grade Rank Primary Occupation Enlisted (uniformed service only) Duty Occupation Persona User Name Persona Display Name **Duty Organization:** Select DOD agency **Duty Installation Location:** Select duty from the drop down menu installation from the from down menu **Duty Sub Organization:** Select Sub **Building:** List building number that you organization from the drop down menu are located in Office Symbol: List Unit office symbol Room: List the room number that you are located in Job Title: List official job title

STEP 9: Update Duty Address IAW your current duty station.



STEP 10: Update duty phone numbers with respective information.

Duty	Extension
DSN	
Duty Mobile	
TTY/TDD	
Relay	
Fax	
Secure	
Pager	

STEP 11: Click "Submit" save and publish the updates.