



Updating Email Address and Name in NCAISS

Email Address Update

The “My Information” link on the NCAISS Home Page allows users to view and update their profile information, including email address. The user profile information is accessed via the “My Information” link on the left side of the NCAISS Home Page, as depicted in Figure 1.

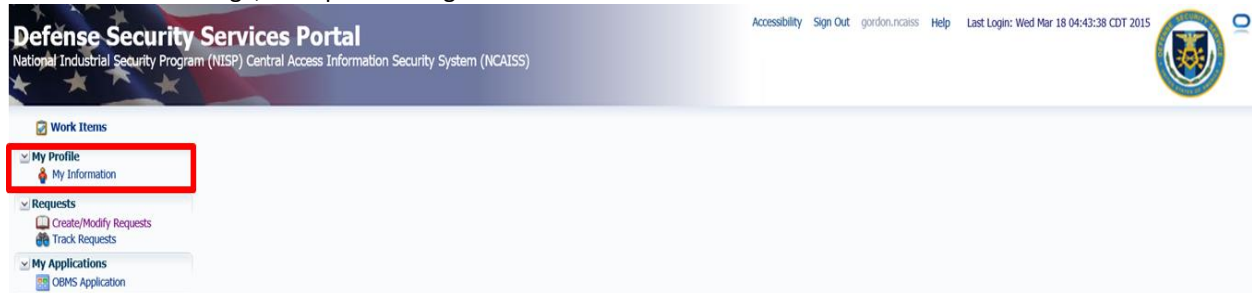


Figure 1: NCAISS Home Page My Information Link

The “My Information” tab includes four (4) sections, as shown in Figure 2.

- Basic User Information (Name, Contact Information, etc.)
- Change Password
- Challenge Questions
- Delegation

Note: The Basic User Information in the “My Information” page is displayed in read-only format; users must click the “Edit” link to modify their Basic User Information.



Figure 2: My Information

Within the “Basic User Information” area, a user is able to view relevant information about the user’s account. A user can update profile data (including email address) by taking the following steps:

1. Click “Edit” to access the “Update My Information” page, shown in Figure 3.



My Information

gordon ncaiss

* Required fields

Basic User Information

Profile Content

Title

First Name gordon

Middle Name

*Last Name ncaiss

Suffix

User Login GORDON.NCAISS

E-mail gordon.ncaiss@dss.mil

Contact Information

Telephone 222-222-2222

Street 123 Gordon

City Gordon

State Hawaii

Postal Code 22222

Country

Click "Edit" → Edit

Change Password

Challenge Questions

Delegation

Figure 3: My Information – Basic User Information

- On the "Update My Information" page, enter the applicable changes in the appropriate fields, including updating the email address, and click "Update" as shown in Figure 4. **Note:** Users cannot change their first or last name. If you need to change your first or last name, contact the DSS Knowledge Center. **Note:** Clicking cancel returns you to the NCAISS Home Page. **Note: If the email address domain is being updated, NCAISS will remove the user's existing NISS access.**

Update My Information

Please complete all information requested below and click 'Submit' when complete, or click 'Cancel' to return to account management.

Title

First Name gordon

Middle Name

Last Name ncaiss

Suffix

User ID GORDON.NCAISS1

Please note: email address domain name changes will result in all NISS and OBMS-related accounts and access privileges and all NCAISS roles being revoked.

Email gordon.ncaiss@dss.mil

DSS Internal User ☒ By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).

Phone 123-123-1234

Organization Name test

Street Address testtest

City City Changed 1.1 Test

State Alabama

Zip Code 11111

Country

Update Cancel

Click Update

Figure 4: My Information – Update Profile Data



- Upon submission, a confirmation page will display as shown in Figure 5. Click “Return to DSS Portal” to return to the NCAISS Home Page. **Note:** Upon completion of profile data updates, the user can view any applied changes by accessing the “My Information” link from the NCAISS Home Page.

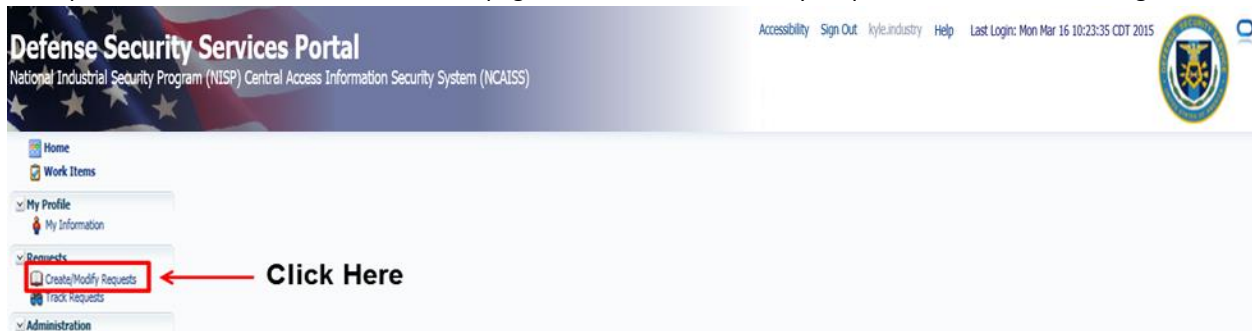
Update My Information

Request Completed Successfully!
Your user information was updated with the following attributes.

Title	
First Name	gordon
Middle Name	
Last Name	ncaiss
Suffix	
User ID	GORDON.NCAISS
Email	gordon.ncaiss@dss.mil
Phone	222-222-2222
Organization Name	dss
Street Address	123 Gordon
City	Gordon
State	Hawaii
Zip Code	22222
Country	

[Return to DSS Portal](#)**Click Here****Figure 5: My Information – Update Profile Data Confirmation**

- Once the email address has been updated in “My Information” a user must submit a NISS request to push the update to NISS. From the NCAISS homepage click the “Create/Modify Requests” link, as shown in Figure 6.

**Figure 6: Create/Modify Requests**

- Click the “Request/Manage NISS Access” link as shown in Figure 7.



NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests

[Request an NCAISS Role](#)

NISS Requests

[Request/Manage NISS Access](#)

Click Here

OBMS Requests

[Request/Manage OBMS Access](#)

STEPP Requests

[Register an Existing STEPP Account](#)

[Create a STEPP Account](#)

[Return to DSS Portal](#)

Figure 7: Requesting Access to NISS

- Once the form is displayed with the correct email address click next. **Note:** if you select additional NISS roles for this request, the request will go through the approval process.

NISS User Access

Please complete all information requested below and click 'Next' when complete, or click 'Cancel' to return to account management.

NISS User

User ID EMILY.NCAISSTEST
First Name emily
Last Name ncaisstest
Suffix
Email emily.ncaisstest@mail.mil
Street Address 123 ABC
City ABC
State California
Zip Code 11111
Phone 111-111-1111

[Update User Information](#)

NISS Access Request

* Office Name
* Supervisor Name
* NISS Region
* NISS Category
* Role Requested
* Timezone

Selected DSS Application NISS

Active NISS Access

To remove an existing role, check the checkbox in the 'Delete' column and then click 'Next.'

NISS Category	NISS Role	Delete
NISS Administrator	Product Owner	<input type="checkbox"/>
IO FCB	FCB Chief	<input type="checkbox"/>

Click "Next"

[Next](#) [Cancel](#)

**Figure 8: Internal NISS Access Request Form**

7. A confirmation screen will be displayed, as shown in Figure 9. Confirm the accuracy of the information.
8. Click “Cancel” to cancel the request if changes are needed.
9. Click “Confirm” to submit the request.

NISS User Access

Please review your request information below. Click 'Confirm' to process your request, or click 'Edit' to make changes, or 'Cancel' to return to account management.

NISS User

User ID EMILY.NCAISSTEST
First Name emily
Last Name ncaisstest
Suffix
Email emily.ncaisstest@mail.mil
Street Address 123 ABC
City ABC
State California
Zip Code 11111
Phone 111-111-1111

NISS Access Request

Office Name abc
Supervisor Name
NISS Region Capital Region
NISS Category
Role Requested
Timezone (GMT+10:00) Eastern Standard Time (Queensland)
Selected DSS Application NISS

Active NISS Access

Existing roles with the checkbox checked in the 'Delete' column will be revoked after clicking 'Confirm.'

NISS Category	NISS Role	Delete
NISS Administrator	Product Owner	<input type="checkbox"/>
IO FCB	FCB Chief	<input type="checkbox"/>

Click “Confirm” → **Confirm** Edit Cancel

Figure 9: NISS Internal Access Request Confirmation

10. Upon clicking “Confirm” your update is submitted. If you are submitting only an email address or profile update the request will not have to go through the approval workflow; click “Ok” on the successful submission page and you are returned to the NCAISS Home Page.

Name Change

A user must contact the Knowledge Center to have a first name or last name updated. Once the Knowledge Center has confirmed the name change, the user should follow steps 4 through 10 above to have the change pushed to NISS.