Profile Update

1- Click the Profile button located near the top right of the screen

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- 2- Enter data in the following fields
 - a. DoD Number Enter DoDID Number
 - b. Rank Select rank from list
 - c. Duty Email this information is auto-populated ****Must be your us.af.mil email...cannot be mail.mil**
 - *i.* If your email display name is incorrect, please contact your Cyber Security Liaison to get it updated
 - d. Duty Phone Enter duty phone number

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3- Enter your PAS Code

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*Note - If you know your PASCODE simply type it in the box and the click on the PASCODE that is found Organization Details

PAS Code * 🛈	Organization PASCODE Searc
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a. To lookup your PAS Code click on the Organization PASCODE Search Link

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b. Organization PASCODE Search box will open

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c. If you know your servicing Comptroller Squadron (CPTS) you can select it in the dropdown list

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- i. If you do not know your servicing CPTS you can simply seach for your organization using the <u>full</u> <u>organization name</u>.
 - i. Examples 51 Maintenance Sq or 51 Security Forces Sq

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ii. If your search doesn't return any results – shorten your search – example search on 51 and the search will return all units cantaining 51

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51 COMBAT COMM SC	Q	RX1CFBP1	ROBINS AFB GA	78 CPTS	Select	
51 COMMUNICATION	S SQ	OP0RFFJ7	OSAN AB ABS SKORE	51 CPTS	Select	
51 COMPTROLLER SC	5	OP0RFPC1	OSAN AB ABS SKORE	51 CPTS	Select	

- iii. The search window can be expanded using the arrow button in the top right
 - i. After you find the PASCODE for your unit click the select link and this will copy the information into your profile

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51 COMBAT COMM SQ	RX1CFBP1	ROBINS AFB GA	78 CPTS	Select			
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4- After all user information has been updated click one of the update buttons – you will see a message stating your profile has been update.

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