

## HOW TO UPDATE A JAGCNet ACCOUNT

Version 1, Dated: July 29, 2016

This guide will instruct users when and how to update a JAGCNet account.

### 1.1 JAGCNet Service Desk

If you have any questions, contact the ITD Service Desk:

- Located at 9275 Gunston Road, Suite 1201, Fort Belvoir, VA 22060
- By phone at 703-693-0000, or
- By e-mail to: [usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil](mailto:usarmy.belvoir.hqda-otjag.mbx.jagcnet-service-desk@mail.mil)

### 1.2 When to Update JAGCNet

Users should update JAGCNet when they:

- Receive Permanent Changes of Station Orders (PCS)
- Change Service Status
- Change Rank or Civilian Grade
- Change Name
- Change Duty Position/Title

### 1.3 Accessing the JAGCNet Update Form

1. Access the JAGCNet website at <https://www.jagcnet2.army.mil/myaccount> and click **Login**.

**JAGCNet**  
www.jagcnet.army.mil

[CAC/PIV](#) [Help](#)

To login with a DoD-Approved Certificate, insert your CAC/PIV and click the button below

**Notice**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

2. Click **Edit Profile**.

**Upload Photo** **Edit Profile** **Print**

**Contractor John A. Doe**

Duty Title: Contractor  
 MOS / Service: Contractor / Contractor Contractor  
 ACOM/ASCC/DRU: USALSA  
 Office: Information Technology Division (DAJA-ITD)  
 Section: Customer Service  
 Address: 9275 Gunston Road, Room 1201  
 Fort Belvoir, VA 22060 USA  
 DSN Prefix: 223  
 Phone: 703-693-0073  
 DOD Email: john.a.doe.ctr@mail.mil  
 Social Media

**Bio**

The following screen will appear. Complete any fields that have changed.

**Contractor John A. Doe**

Required fields are highlighted in yellow

**General Information**

AKO Email Address:	john.a.doe.ctr@us.army.mil	DoD Email Address:	john.a.doe.ctr@mail.mil
Branch of Service:	-- Select --	Service Status:	Contractor
Rank or Civilian Grade:	Contractor		
Military Occupational Specialty (MOS) or Civilian Series:	Contractor		
Duty Title:	Contractor		
Alternate Email Address:			

**Office Locator** ?

Search for an office:

- Search for your new office by entering a keyword or location into the search bar and pressing **Enter** or the magnifying glass icon.

**NOTE:** Be sure to update your phone number.

**Office Locator**

Search for an office:

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**Office Location Information (DSN 223)**

Office: Information Technology Division	MACOM: USALSA
Street Address: 9275 Gunston Road, Room 1201	City: Fort Belvoir
State: VA	Zip: 22060
Country: USA	Office Fax: <input type="text"/>
Section within Office or Team within LSO/LOD: <input type="text" value="Customer Service"/>	Office Phone: <input type="text" value="703-693-0073"/> <input type="text" value="xxx-xxx-xxxx"/>
	Extension: <input type="text"/>

- Double click on your office to populate the address information. Refer to the [Finding Your Office](#) section below for more details on searching for your office.

Search for an office:

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Office	Address	MACOM
Information Technology Division	9275 Gunston Road, Room 1201, Fort Belvoir, VA 22060, USA	USALSA
Office of the Chief Trial Judge, US Army Trial Judiciary	9275 Gunston Road, Fort Belvoir, VA 22060, USA	USALSA
Environmental Law Division	9275 Gunston Road, ATTN: JALS-EL, Fort Belvoir, VA 22060-5546, USA	USALSA
Office of the Circuit Judge, Second Judicial Circuit (Fort Stewart)	ATTN: Clerk of Court, 1791 Gulick Avenue, Building 709, Fort Stewart, GA 31314-5039, USA	USALSA
Office of the Circuit Judge, Fourth Judicial Circuit (Yongsan, Korea)	PSC 303, Box 34, APO, AP 96205-0034, Korea (South)	USALSA
J.S. Army Trial Defense Service (Pacific Rim)	Unit #15295 (Yongsan), APO, AP 96205-0058, Korea (South)	USALSA
Office of the Circuit Judge, Fifth Judicial Circuit (Camp Arifjan)	ASG-K-CJA, ATTN: Military Judge, Camp Arifjan, APO, AE 09366, Kuwait	USALSA
J.S. Army Trial Defense Service (Europe Region)	Regional Defense Counsel - Europe, Unit 32250, APO, AE 09227-2250, Germany	USALSA
Office of the Circuit Judge, Fifth Judicial Circuit (Heidelberg, Germany)	HHC, V Corps, Unit 29355, APO, AE 09014, Germany	USALSA
J.S. Army Trial Defense Service (CENTCOM AOR)	Bagram Air Field, APO, AE 09354, Afghanistan	USALSA
Office of the Judicial Advisor/Clerk of Court Commander	9275 Gunston Road, Room 4000, Fort Belvoir, VA 22060, USA	USALSA
Contract and Fiscal Law Division	9275 Gunston Road, Suite 2013A, Fort Belvoir, VA 22060-5546, USA	USALSA
J.S. Army Legal Services Agency	9275 Gunston Road, Fort Belvoir, VA 22060, USA	USALSA
Office of the Circuit Judge, Third Judicial Circuit (Fort Leavenworth)	415 Custer Avenue, Building 244, ATTN: OSJA, Fort Leavenworth, KS 66027-2313, USA	USALSA

- Users may also update their social media links and biography.

**Personal Information**

Facebook URL:

Twitter URL:

LinkedIn URL:

**Bio**

Font:  Size:

Secondary Contact Information

Press ALT 0 for help

Individuals who meet more than one eligibility requirement for a JAGCNet account (such as Reservists who also work in Civil Service in the JAGC community), may also update the Secondary Contact Information. To update, click **Secondary Contact Information**.

Secondary Contact Information

Secondary Contact Information			
Office/Unit:	<input type="text"/>	Office Symbol:	<input type="text"/>
Office Address:	<input type="text"/>	Office City:	<input type="text"/>
Office State/Province:	<input type="text"/>	Office Zip/Postal Code:	<input type="text"/>
Office Country:	<input type="text"/>	Phone Number:	<input type="text"/>
Cell Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>

  

Military Information			
Service Status:	<input type="text"/>	Branch of Service:	<input type="text"/>
Rank or Civilian Code:	<input type="text"/>	MACOM/RSC/MSC:	<input type="text"/>
Military Occupational Specialty (MOS):	<input type="text"/>	Duty Title:	<input type="text"/>
Basic Active Service Date (BASD):	<input type="text"/> (YYYYMMDD)	Date of Rank (DOR):	<input type="text"/> (YYYYMMDD)
Team within RSO:	<input type="text"/>		

6. Click **Save** once all changes are complete.

Personal Information

Facebook URL:

LinkedIn URL:

Bio

Font:  Size:

Secondary Contact Information

←

7. To add a profile picture. Click **Upload Photo** and then **Browse**. If you want to change your photo, you must first “Remove Photo” that is currently posted.

Upload Photo
← Edit Profile Print



## 1.4 Finding Your Office

### 1.4.1.1 Use Keywords

Many users have a hard time finding their Office because their search is too specific. Try using less specific words or locations to find your Office.

**NOTE:** Information Technology Division (ITD) used the standardized Office names set by the Office of The Judge Advocate General’s (OTJAG) Personnel, Plans & Training Office (PP&TO). Names will not be changed without approval from that office.

### 1.4.1.2 Search All Pages

If you do not see your Office name on page one, be sure to click the right arrow, highlighted below, to search the next page.

Search for an office:

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Office	Address	MACOM
Information Technology Division	9275 Gunston Road, Room 1201, Fort Belvoir, VA 22060, USA	USALSA
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Environmental Law Division	9275 Gunston Road, ATTN: JALS-EL, Fort Belvoir, VA 22060-5546, USA	USALSA
Office of the Circuit Judge, Second Judicial Circuit (Fort Stewart)	ATTN: Clerk of Court, 1791 Gulick Avenue, Building 709, Fort Stewart, GA 31314-5039, USA	USALSA
Office of the Circuit Judge, Fourth Judicial Circuit (Yongsan,	PSC 303 Box 34 APO AP 96205-0034 Korea (South)	USALSA