Update Personal Email Address in Marine OnLine (MOL):

Follow the steps below to update your personal email address in MOL.

Step 1. Type https://sso.tfs.usmc.mil/sso/DoDConsent.do into your web browser.

The US Deparatement of Defense Warning Statement is displayed.



The Broadcast Message dialog box is displayed.



Step 3. Click on the Continue button.

	The <i>Marine OnLine Home</i> page is displayed.	
DOD Consent X Marine OnLine	x +	-
C 7 G motus.usmc.mii/Mol/UserHomeEnt	1940	
MARINE ONLINE	ks Users Nanual Travel	OTH CHRISTINE J. DEMETRIADES
Personal Info MyEPAR Tools Locator My Acco	unt Hy Hessages Hy Permissions Hy OHPF	Information Last Upd
Notifications for OTH John Doe		
You do not have any notifications.		
fou do not nave any commander's messages		
2.3.2.55-SNAPSHOT.12647.2 tfas-n2s-04	Contact Helo Desk Frequently Aded Questions	a
Stop 4 Click on the	Personal Info	
Step 4. Click off the	button.	
	The Personal Information page is displayed	
	The Personal information page is displayed.	
	📓 DOD Consent 🗙 📓 Personal Information Portal 🗙 🕂	
	← → C 🔒 mol.tfs.usmc.mil/mol/indview/PersonalInformationPortal.do	
	Alter	
	Personal Information	
	Home Resources Performance A Few Good Links Users Manual Travel	
	Personal Info MyEPAR Tools Locator My Account My Messages My Permissions My OMF	
	The following links provide the capability to view, but not to update, Personal Information.	
	Personal Reports: • Acknowledgment Record	
	Basic Individual Record (BIR) Basic Training Record (BTR)	
	Chronological Record	
	Family Care Plan (FCP) Individual Medical Record	
	Operational Cultural Information Pay and Leave Summary	
	PersTempo	
	Record of Emergency Data (RED) Rank/MOS	
	The following links provide the capability to undate, as well as view. Personal Information.	
	Not all information can be updated online.	
	Personal Undates: Contact Information (Mailing Address, Phone Numbers, Email Address)	
	- Tamity Care Plan	
	- Family Boadiness	
	Family Readiness Personnel Accountability Information	
	Family Readiness Personnel Accountability Information Race/Ethnic Religion	
	Family Readiness Personnel Accountability Information Race/Ethnic Religion Update Record of Emergency Data	
	Family Readiness Personnel Accountability Information Race/Ethnic Religion Update Record of Emergency Data Update History: Current Requests	

Step 5. Click on the Contact Information (Mailing Address, Phone Numbers, Email Address) hyperlink.

The Personal Contact Information page is displayed.

Step 6. Click on the Edit hyperlink or the Add Email hyperlink.



The Update Personal Contact Information page is displayed.



Step 7. Type your person email address in the *Emails* section of the form. Click on the Submit Changes button.

The *Personal Information Review Changes* page is displayed.

New Tab	× Confirm Personal Information	Up × +							
$\leftarrow \rightarrow$ (← → C mol.tfs.usmc.mil/mol/indview/PersonalContactInformationEditAction.do								
	Personal Information								
Home R Personal Ir	Resources Performance A Few Good Links Users I Info MVEPAR Tools Locator My Account My My	lanual Travel ssages My Permissions My OMPF							
Please review the following changes. Upon confirmation, the requested changes will be applied to your personal records.									
Secondary Ema	nail Address No current value EMA	VILADDRESS@HOTMAIL.COM							
Note: "The online version of the Record of Emergency Data (RED) will be used to verify the existence of the most up to date addresses and next of kin contact information only. You should also notify the IPAC if your family's geographic location changes as this may affect pay and entitlements. For more information contact your local personnel office or IPAC".									
Also: The system will reflect these changes in 24 ~ 72 hours depending on weekends and holiday schedules.									
	Apply Changes Cancel								

Step 8. Verify the email address you input is correct.

Is the email addres you input correct?

Yes: Click on the Apply Changes button.

No: Click on the **Cancel** button to return to the **Personal Information Contact** page. Repeat Steps 6. through 8.

The *Personal Contact Information* page is displayed with your changes in bold.

🐉 Update Personal Inf	formation × +				
← → C 🔒 r	nol.tfs.usmc.mil/mol/indview/PersonalContactIn	formationView.do			
PERS	ONAL INFORMATION				
Home Resources	Performance A Few Good Links Users N	1anual Travel			
Personal Info MyE	PAR Locator My Account My Messages	My Permissions	My OMPF Trouble Tickets		
	Actions: Personal Information Portal				
Personal Reports					
Acknowledgment Record	Personal Contact Information				
BIR					
BTR	Mailing Address	Details Edit	To update a record shown at left, follow		
Chronological Record	824 STONE ST		its "Edit" link. To remove a record shown		
FCP DeerTerror	CAPIP LEJEUNE NC 29547 - 0000		at left, click on its "Remove" link.		
Perstempo Pank / MOS	NC 28347 - 0000		Panding records (these not yet		
RED	Physical Address:	Add Address	nermanently recorded) are shown in bold		
120	,		text. Records marked for removal from		
Personal Updates	Phone Number:		the permanent record are marked in red.		
Contact Info	Home: 910-388-1234		More information on pending records and		
Family Care Plan	Work: 910-451-3856		removal requests is available via the		
Family Readiness	DSN Prefix: 000	Remove DSN	"Details" link(s).		
Personnel Accountability	Cell: 910-388-1234	Remove Cell			
Race/Ethnic	Secondary:	Add Secondary			
Religion					
Update RED	Email:				
Undate Mistory	Work:	Remove Email			
Current Requests	Personal: EMAILADDRESS@HOTMAIL.COM	Remove Email			
Previous Requests	Secondary:	Add Email			
in remote negucata					
2.60.12825.9 tfas-p2s	-01			Contact Help Desk	Frequently Asked Questions