Defense Counterintelligence and Security Agency (DCSA) Identity, Credential, and Access management (D-ICAM) Security Training, Education and Professionalization Portal (STEPP)

PROFILE UPDATE USER GUIDE

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

DCSA Program Executive Office (PEO) and Chief Information Office (CIO)

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PURPOSE:

To instruct Security Training, Education, and Professionalization Portal (STEPP) users who may be required to update their primary email address to successfully access STEPP via DCSA Identity, Credential, and Access Management (D-ICAM).

USER PROFILE CONFIGURATION:

1. Users will navigate to ICAM (https://icam.dcsa.mil). The user will be presented with a standard sign-in prompt where they must select **"Sign in with PIV/CAC Card."**
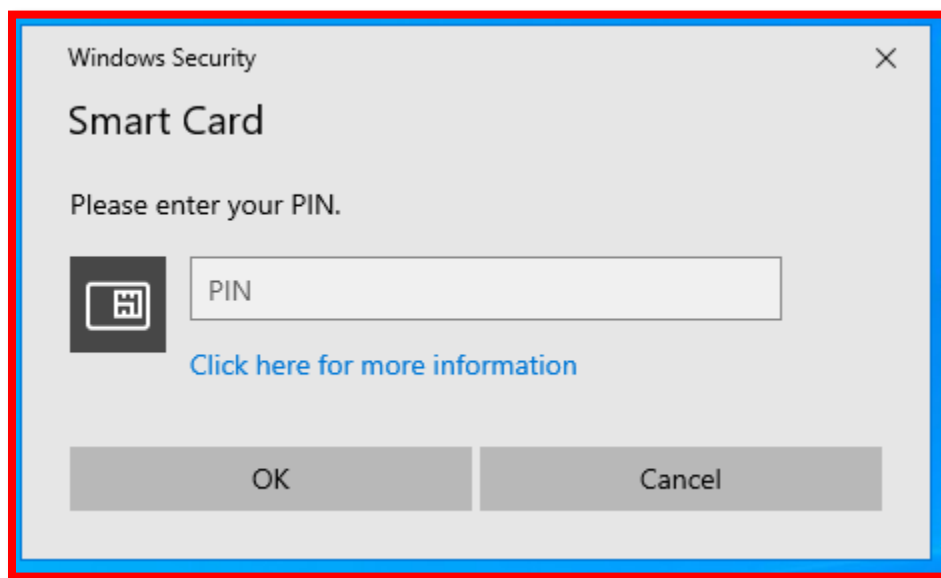
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2. The user may be presented with a drop-down menu. They will select their CAC, PIV, or ECA certificate and select OK.
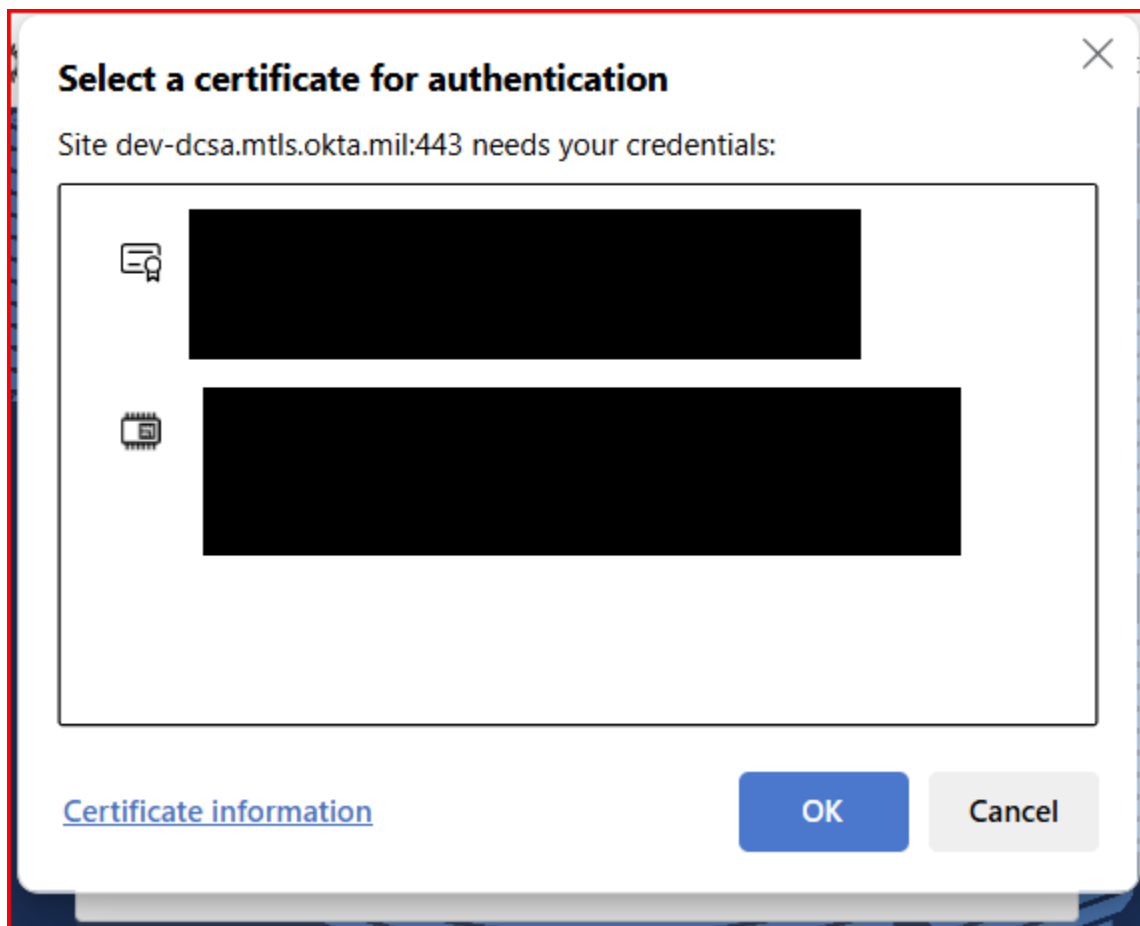
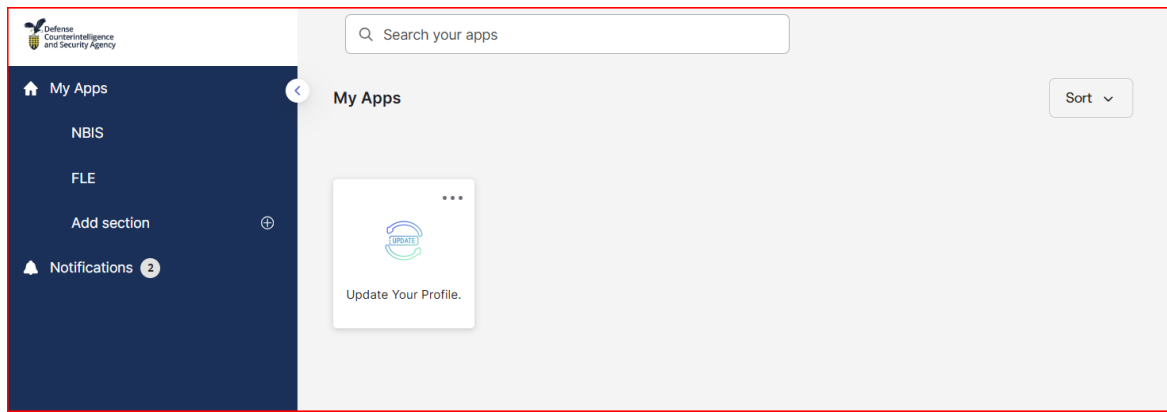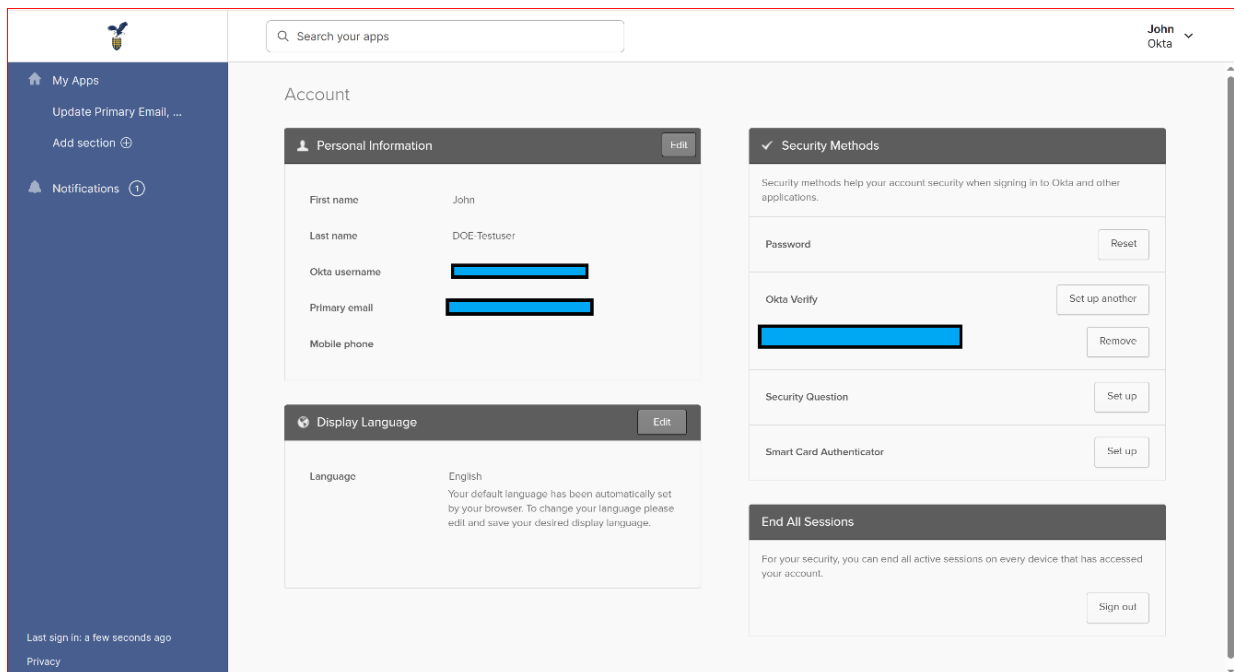3. The user will be presented with a screen to enter their smart card pin.

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4. To update their email, the user must select the "Update your Profile" option.

5. Upon selecting the "Update your Email/Profile" tile, users will be directed to there Account Settings page.

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6. On the settings page, users should navigate to their Personal Information. Select Edit.

7. Users should update their First name, Last name (as applicable), and add their government or work email. Select Save.

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> **NOTE:** Users who are unable to update their emails will need to open a support ticket via (dcsa.itsupport@mail.mil).

8. Users will be sent email confirmation. In that email, select the "Confirm Email Change" button, and follow the prompts to confirm the email change was successful.

> **NOTE:** The confirmation email will be sent to the newly entered email address. Ensure to check your junk email folder.

Account
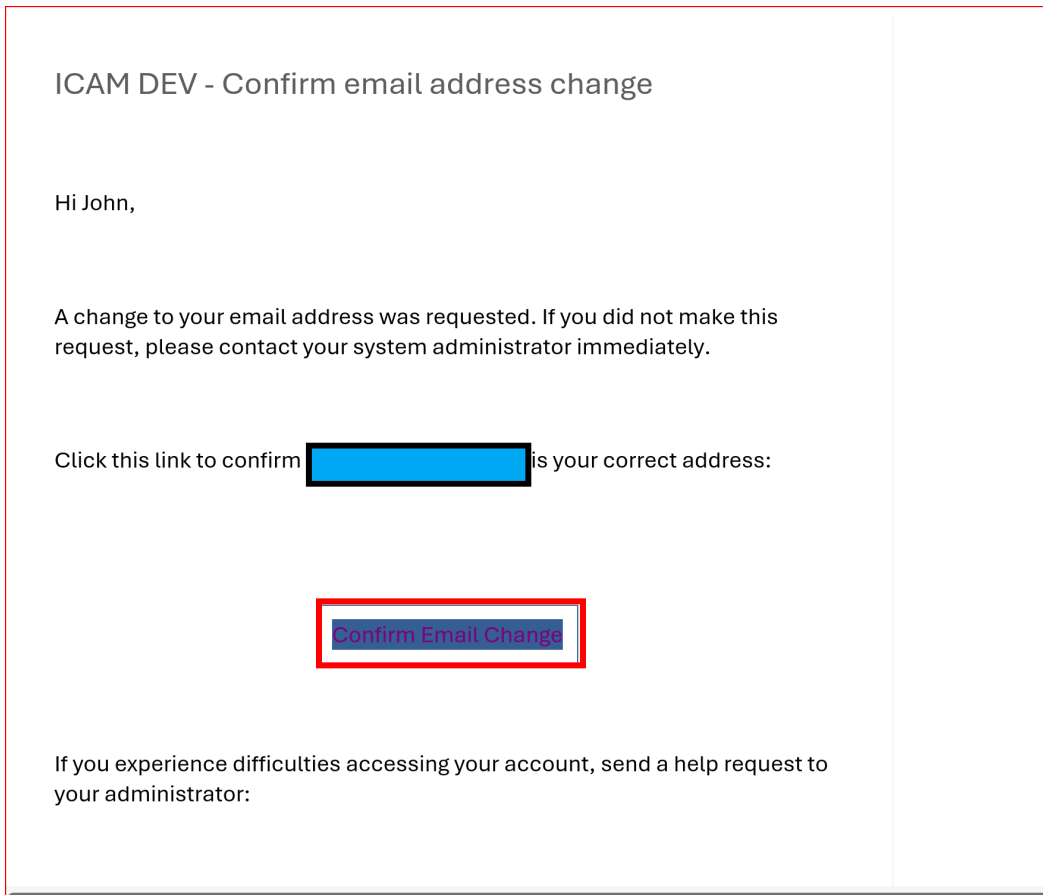
👤 Personal Information	Edit

First name	John
Last name	DOE-Testuser
Okta username	
Primary email	

Check the email sent to _____ to confirm it as your primary email.

Mobile phone	

The following is an example of the email the user will receive.

ICAM DEV - Confirm email address change

Hi John,

A change to your email address was requested. If you did not make this request, please contact your system administrator immediately.

Click this link to confirm ⬛⬛⬛⬛⬛ is your correct address:

Confirm Email Change

If you experience difficulties accessing your account, send a help request to your administrator:

9. After completing the confirmation process, the user will be guided to a confirmation page.

Email Change Confirmed

You have successfully changed your primary email address from ⬛⬛⬛ to ⬛⬛⬛
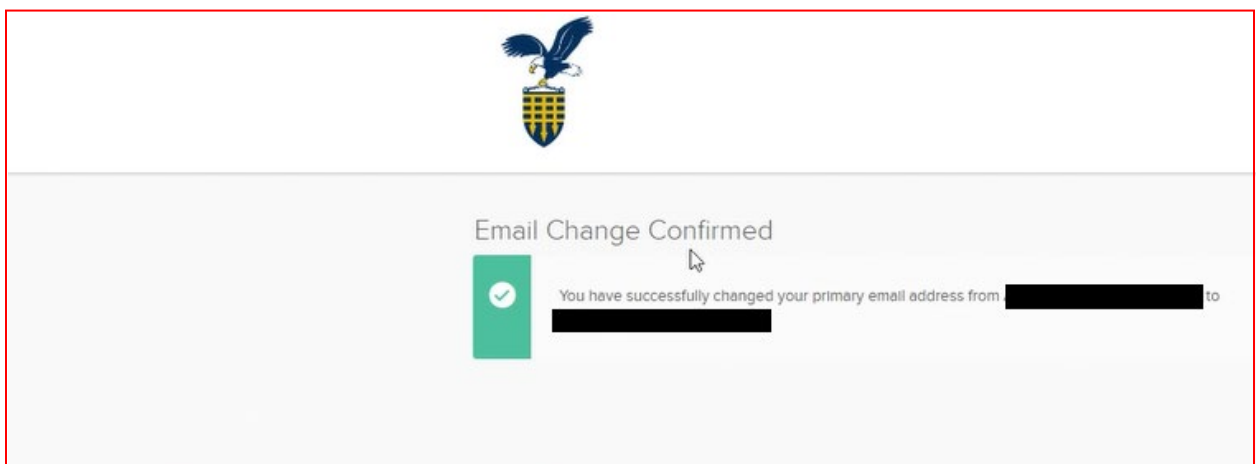
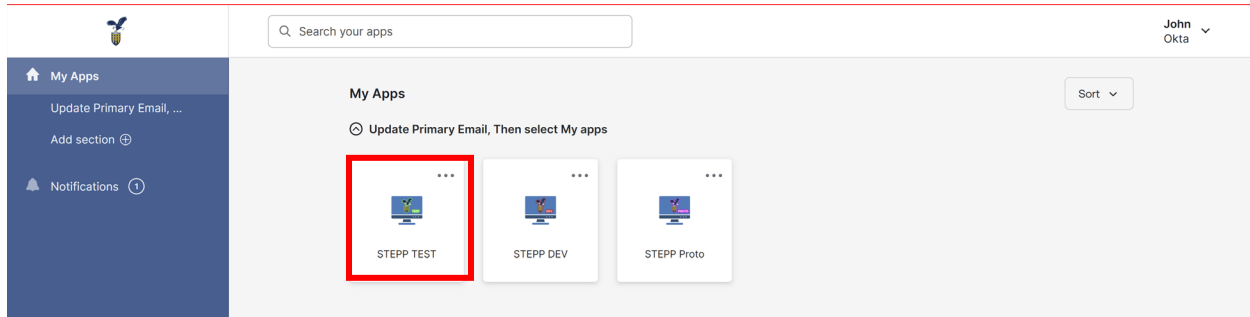**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

10. Users should close open browser sessions and sign into ICAM via (https://icam.dcsa.mil). Users will see the STEPP tile and should now have access.

11. Select the STEPP tile to access the site.