



Emergency Notification & Accountability System ENS Notice



New Releases

- No New Releases

Updating Personal Contact Information:

For Non-Civil Service (UPDATED):

- If you are Non-Civil Service (e.g., a contractor), enter your information into the “My Identity” section of id.nasa.gov: <https://id.nasa.gov/uss/MyIdentity.uss>
- In order to edit your information you need a higher level of security so click on “Smartcard or RSA Token”.
- Next, click on pop-up to “Proceed to Launchpad”.
- In Launchpad there are two ways to log in. Click on “Smartcard Login” or “RSA Token” and enter information to login. You are then redirected back to id.nasa.gov.
- Click on “Edit” to update your personal contact information.
- Click “Save” to complete changes.
- You will receive an email confirmation from IdMAX.nasa.gov Identity.Manager@nasa.gov to confirm that changes were made.

For Civil Service (NO CHANGE):

- If you are Civil Service, please update your information in [Employee Express](https://www.employeeexpress.gov) (<https://www.employeeexpress.gov>).
- Enter your Username and password.
- Click the “Continue to Main Menu” button.
- Scroll down to the Miscellaneous section on the left side. Scroll down to the “Miscellaneous” section and click on the “Emergency Contact Information” link.
- Complete the “Personal Information” and “Work Information” sections.
- Click Save (and continue to next slide).