

ATLAS Profile - User Manual

VERSION 1.1. LAST UPDATED JANUARY 30, 2026

INTRODUCTION

ATLAS Profile is a modernized platform for managing user profile information. The ATLAS Profile application replaces the legacy myProfile application that the Department of State utilized to consolidate user profile information. The application includes a consistent, intuitive experience for updating profile data. It also provides automatic synchronization across all integrated ATLAS applications for seamless updates. Lastly, it also includes integrations with enterprise systems like MUR, OPS, and Archibus to ensure uniform data across all applications.

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ATLAS PROFILE

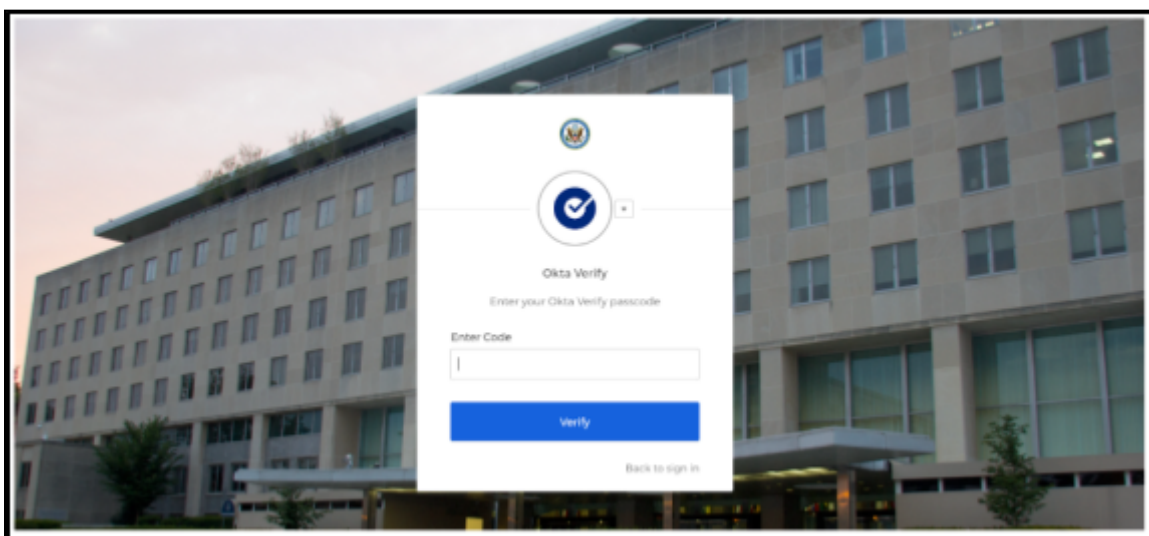
ATLAS Profile consolidates user data into a single, authoritative profile. The platform integrates with enterprise systems such as MUR and Archibus, allowing key information such as email addresses, assignment details, and members of household to auto-populate from authoritative sources. ATLAS Profile will continue to automatically update the Global Address List (GAL), just as myProfile did. This integration ensures consistency, reduces redundant data entry, and improves accuracy across the wider ATLAS ecosystem. ATLAS Profile Eliminates the need to update information across multiple systems, provides a streamlined, user-friendly experience for updating personal and professional information and is accessible via Okta authentication, whether on OpenNet or from the field.

ACCESSING ATLAS PROFILE

ATLAS Profile is available online at profile.state.gov and accessible via Okta Verify.

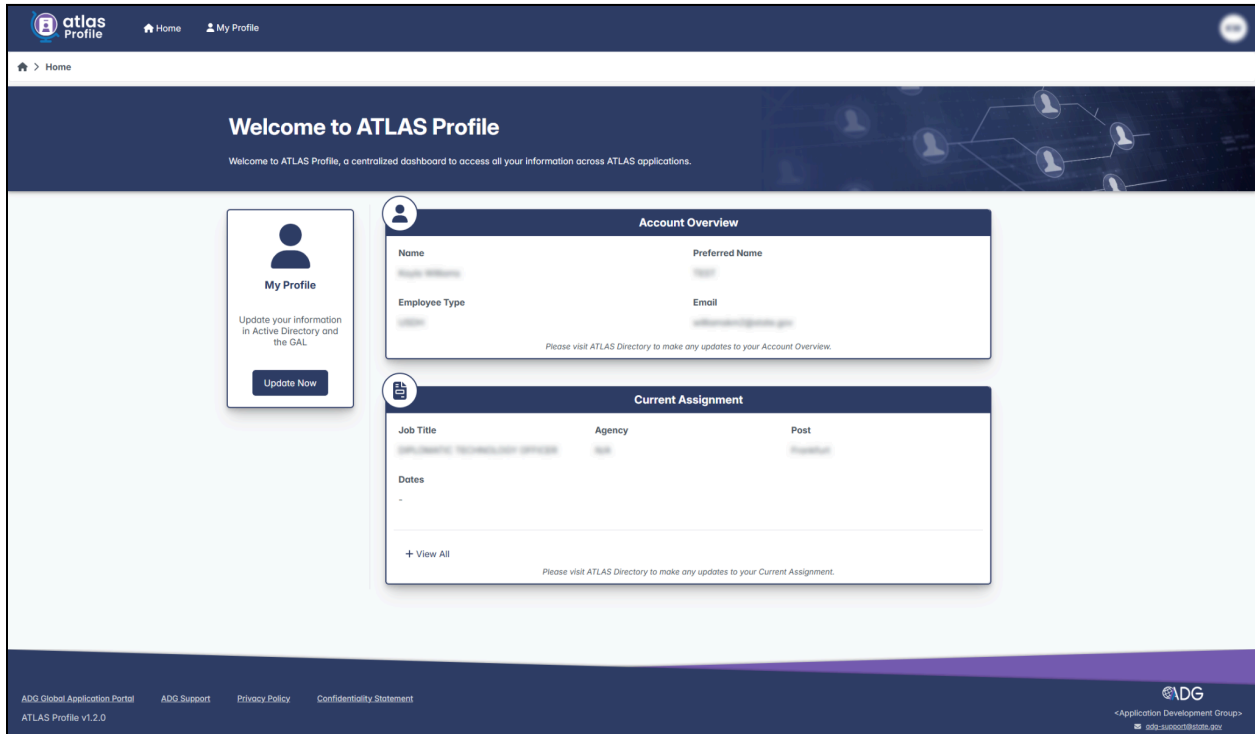
Users can sign in from any web browser by logging in via **Okta Verify**. (If you have SAFE, you have an Okta Verify account.) Don't have an Okta account? Reach out to Post's IMO section or submit a request to adg-support@state.gov.

Go to profile.state.gov and enter your Okta Verify username and password. Then, you will be asked to enter a code. Open the Okta Verify app on your smartphone, find the six-digit number for login.state.gov and enter it into the website. Be quick—the number changes every 30 seconds.



Once signed in, your browser will take you to ATLAS Profile automatically.

ATLAS PROFILE HOME PAGE



The screenshot shows the ATLAS Profile Home Page. At the top, there is a navigation bar with the ATLAS Profile logo, a Home button, and a My Profile button. Below the navigation bar, the main content area features a "Welcome to ATLAS Profile" message and a sub-message: "Welcome to ATLAS Profile, a centralized dashboard to access all your information across ATLAS applications." The main content is divided into three sections:

- My Profile:** A section with a user icon, the text "My Profile", and a prompt: "Update your information in Active Directory and the GAL." Below this is an "Update Now" button.
- Account Overview:** A table with the following columns: Name, Preferred Name, Employee Type, and Email. Below the table is a note: "Please visit ATLAS Directory to make any updates to your Account Overview."
- Current Assignment:** A table with the following columns: Job Title, Agency, Post, and Dates. Below the table is a "+ View All" link and a note: "Please visit ATLAS Directory to make any updates to your Current Assignment."

At the bottom of the page, there is a footer with links for "ADG Global Application Portal", "ADG Support", "Privacy Policy", and "Confidentiality Statement". The footer also includes the ATLAS Profile version "V1.2.0" and the ADG logo with the text "<Application Development Group>" and the email "adg-support@state.gov".

Upon entering the ATLAS Profile application, users will see their Home page. On the top NavBar, users will see the Home button that will bring them back to their home page when clicked. They will also see the My Profile button that allows them to navigate to view and edit their profile details. Lastly, users will see an icon with their initials that allows them to view the email they are logged in with and the ability to sign out of the application




This screenshot shows a close-up of the top navigation bar. It features the ATLAS Profile logo on the left, a Home button in the center, and a My Profile button on the right. A user profile icon is visible on the far right of the bar.

On the Home page, users can view their Account Overview information, Current Assignment information, and the My Profile section where users can update their Active Directory and GAL details. To edit the details on the Home page, users can navigate to the My Profile page or work with the IT Service Center or Directory Administrators for details that are not editable by the user like their Name, Email Address, and Assignment information.

Welcome to ATLAS Profile

Welcome to ATLAS Profile, a centralized dashboard to access all your information across ATLAS applications.



My Profile

Update your information in Active Directory and the GAL

[Update Now](#)

Account Overview

Name	Email	Employee Type
[Redacted]	[Redacted]	[Redacted]

Please visit ATLAS Directory to make any updates to your Account Overview.

Current Assignment

Job Title	Agency	Post
[Redacted]	[Redacted]	[Redacted]

Dates

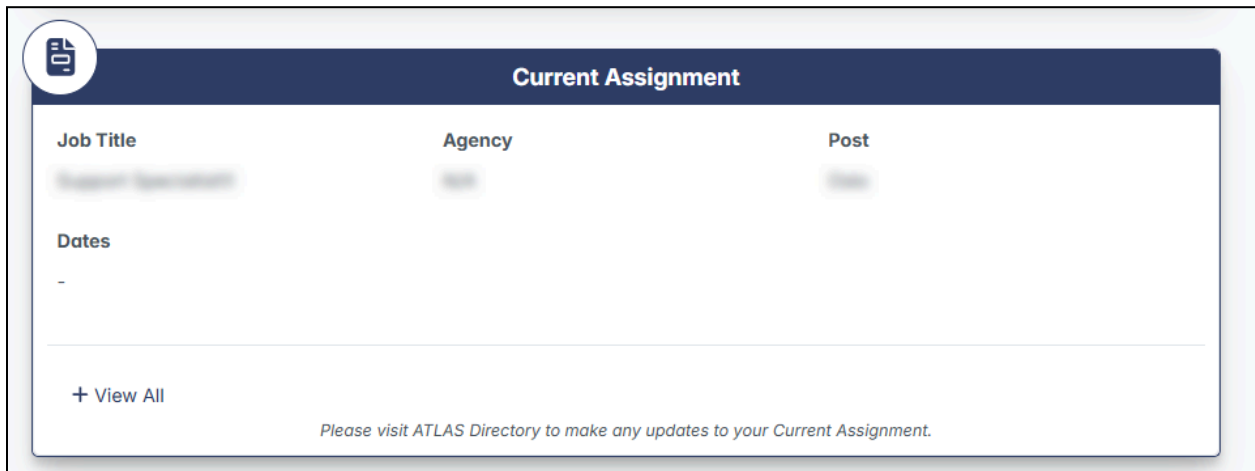
-

[+ View All](#)

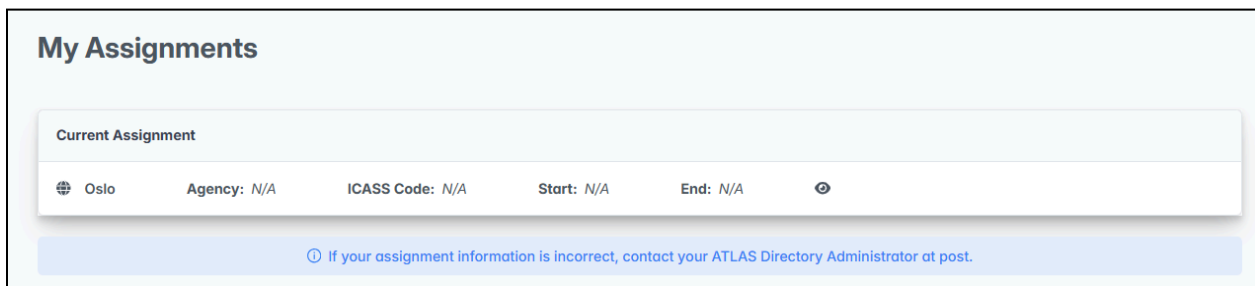
Please visit ATLAS Directory to make any updates to your Current Assignment.

CURRENT ASSIGNMENT INFORMATION

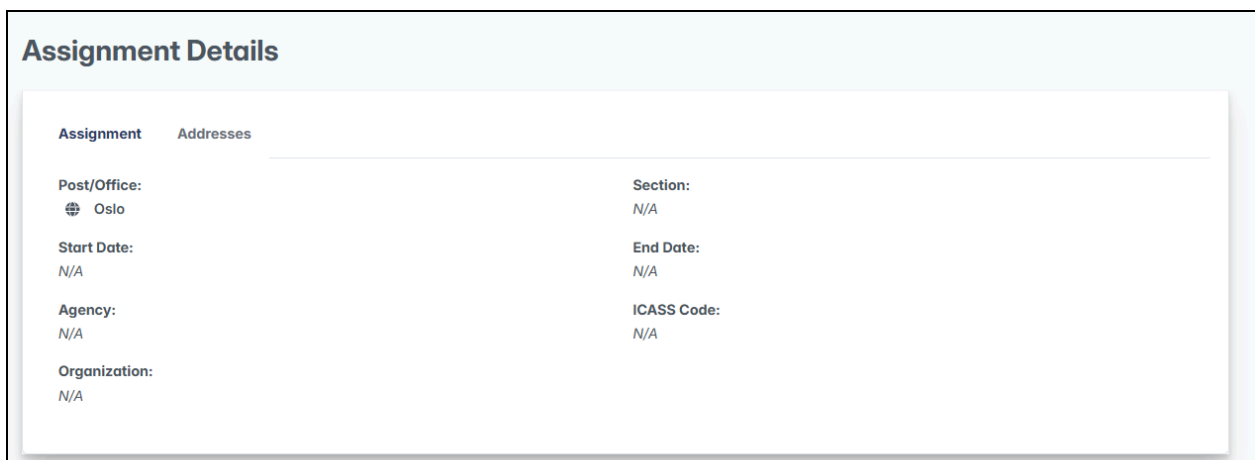
In the Current Assignment section of the home page, users can see high-level information related to their current assignment including the Job Title, Agency, Post, and Start and End Dates. These details are coming from the data related to the user’s ATLAS Directory assignment. To view additional details about the current assignment, they can click the “View All” button at the bottom of the section.



After clicking the View All button, the My Assignments page displays all current assignment information including the Post, Agency, ICASS Code, Start Date, and End Date.



To view additional details about the current assignment, users can click the View (eyeball) icon where they can also see the Section, and Organization related to the assignment.

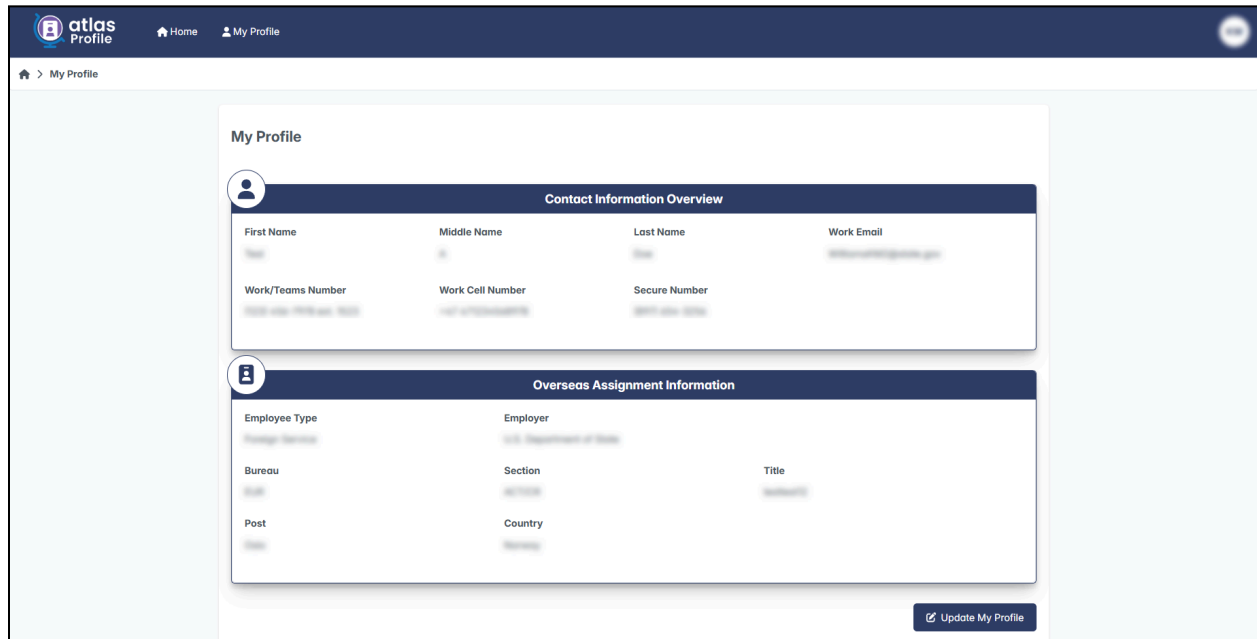


If the user notices any information on the assignment related pages are incorrect, they need to contact their Directory Administrator at their post to make the proper updates.

UPDATING MY PROFILE INFORMATION

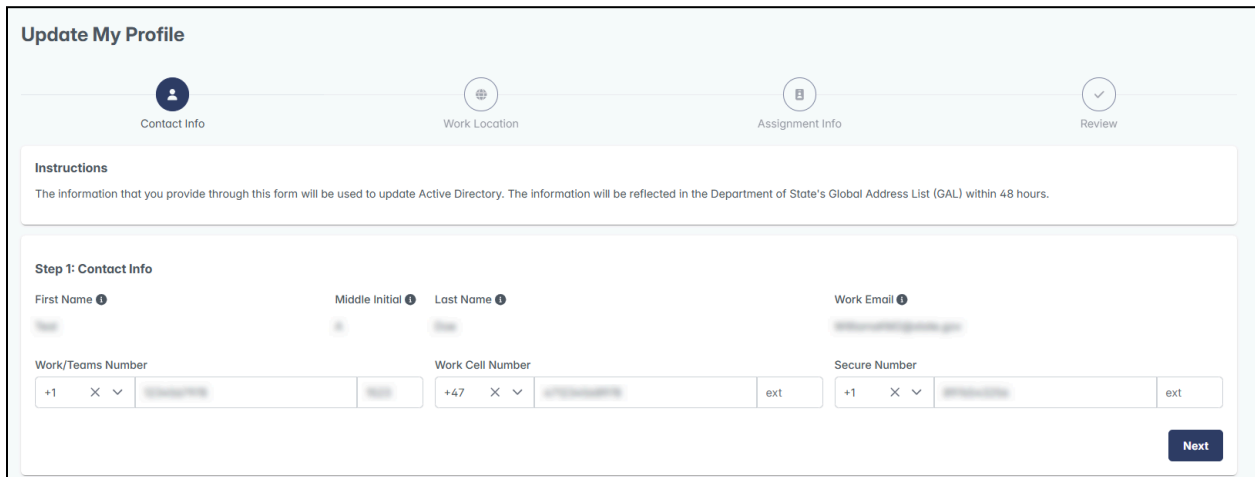
Users will receive a notification email every 90 days notifying them to update their ATLAS Profile information. Upon entering the ATLAS Profile application, if the system does not detect any discrepancies and the profile information is up to date, users can click the “Confirm no changes” button to confirm that the existing information is correct.

If the system detects any discrepancies or the information is out of date, users will be required to update their profile information. To do so, the user will click the “Update My Profile” button on the My Profile page.



Once the user has clicked “Update My Profile”, they will be prompted to make updates to a series of pages that include their contact info, work location, and assignment info.

On the first page, users will see information regarding their contact. They will be prompted to update or verify their Work Number, Work Cell Number, and their Secure Number. Once these are updated, click Next.



Update My Profile

Contact Info Work Location Assignment Info Review

Instructions
The information that you provide through this form will be used to update Active Directory. The information will be reflected in the Department of State's Global Address List (GAL) within 48 hours.

Step 1: Contact Info

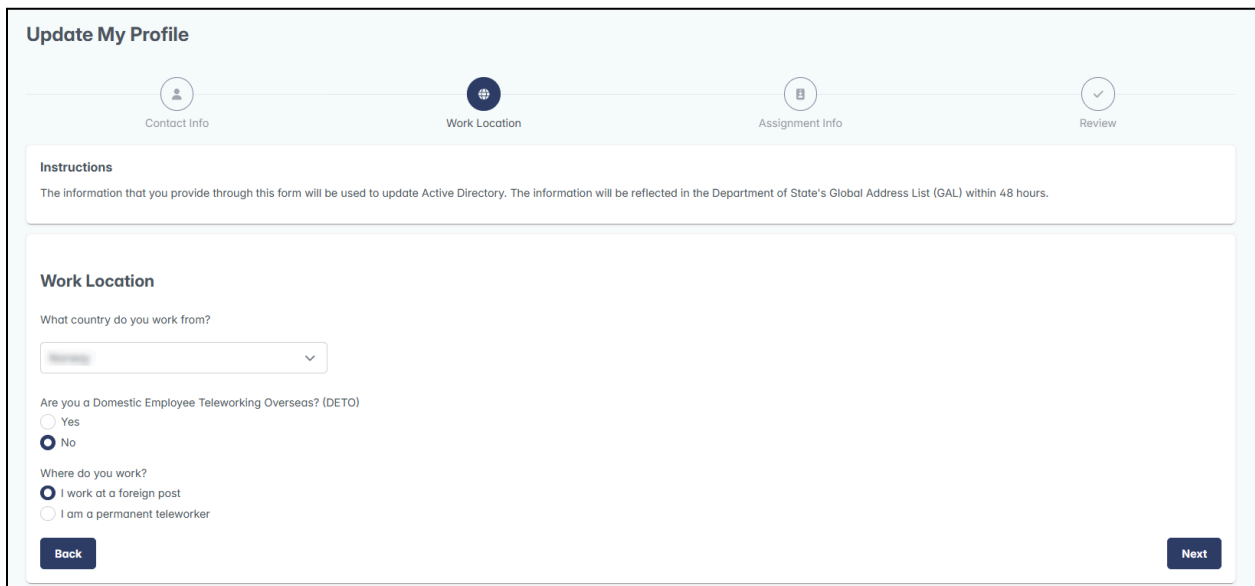
First Name Middle Initial Last Name Work Email

Work/Teams Number Work Cell Number Secure Number

+1 x v [redacted] +47 x v [redacted] ext [redacted] +1 x v [redacted] ext [redacted]

Next

Next, the users are prompted to update or verify their Work Location. First, they will choose the country they are currently working in and based on the information entered here, the following questions may slightly differ. Once all information has been entered, click Next.



Update My Profile

Contact Info **Work Location** Assignment Info Review

Instructions
The information that you provide through this form will be used to update Active Directory. The information will be reflected in the Department of State's Global Address List (GAL) within 48 hours.

Work Location

What country do you work from?

Are you a Domestic Employee Teleworking Overseas? (DETO)
 Yes
 No

Where do you work?
 I work at a foreign post
 I am a permanent teleworker

Back **Next**

Lastly, the user is prompted to enter their Assignment Information. Based on the details added on the previous “Work Location” page, the fields on this page may differ slightly. Users will be required to update information related to their Employment Type, Employer, Bureau, Section, Work Title, etc..

Update My Profile

Contact Info
Work Location
8
Review

Instructions
The information that you provide through this form will be used to update Active Directory. The information will be reflected in the Department of State's Global Address List (GAL) within 48 hours.

Overseas Assignment Information

Employment Type* Employer*

Bureau* Section* Work Title*

Post

Back
Next

Once all the profile information has been updated and verified, the user will then review the profile information and if there are any discrepancies, they can click the “Back” button to go back to previous screens and make any necessary updates. If all the information on the review page looks correct, the user will click “Submit” to submit all updates to their profile.

Update My Profile

Contact Info
Work Location
Assignment Info
✓

Instructions
The information that you provide through this form will be used to update Active Directory. The information will be reflected in the Department of State's Global Address List (GAL) within 48 hours.

My Profile Review

Contact Information Overview

First Name	Middle Name	Last Name	Work Email
John	A.	Smith	johnsmith@adg.gov
Work/Teams Number	Work Cell Number	Secure Number	
1000-555-5555	100-555-5555	200-555-5555	

Overseas Assignment Information

Employee Type	Employer		
Foreign Service	U.S. Department of State		
Bureau	Section	Title	
USA	AF/ISA	Analyst	
Post	Country		
USA	USA		

Back
Submit

At this time, the user's profile information is up to date. All updates will sync to any other connected ATLAS applications to ensure uniform data across the entire ATLAS platform.