

MAC Information Collection

Directions:

Select one of the following options and populate the form. Once the form is populated, save the spreadsheet and e-mail it to your ACTR. Additional details are available per NAVAIRDEPOTJAX Instruction NMCI Change Request.

Update Profile	Click this button to make changes to your profile such as name changes, address changes, phone number changes, etc.
Disable / Deactivate	Click this button to deactivate or disable a user account.
Reactivate	Click this button to reactivate a user account.
Add Remove Software	Click this button to add or remove software on your NMCI asset.

Assign / Transfer / Unassign Assets	Click this button to reassign NMCI asset(s).
Move Assets	Click this button to physically move an NMCI asset to a different location.
New User Setup	Click this button to set up an NMCI account for a New User.