

# DCPDS Portal Users Guide

## Introduction

This guide will assist a new user registering for the *first time* on the Defense Civilian Personnel Data System (DCPDS) Main Portal with their Common Access Card (CAC). Once the registration process is complete, HR/MyBiz/MyWorkplace users will be able to access HR/MyBiz/MyWorkplace applications via the DCPDS Portal. If you cannot complete your CAC registration, you must contact your system administrator for assistance.

## First Time CAC Registration Process

1. Begin at the *Main DCPDS Portal* screen, URL is <https://compo.dcpds.cpmo.osd.mil/>
2. Ensure that your CAC is inserted into your CAC reader.
3. Select the CAC Registration button.

**DCPDS Portal**

**DCPDS**  
DEFENSE CIVILIAN  
PERSONNEL DATA SYSTEM

**Common Access Card (CAC) Access**

All initial login, CAC Users must register their CAC by selecting the "CAC Registration" button to complete their DCPDS Portal account setup.

Once a DCPDS Portal account is created, CAC users must select the "Login" button to access their database.

For Non-CAC users with a newly issued CAC, select the "CAC Registration" button.

If you changed your name and received a new CAC since completing your initial CAC registration, select the "CAC Registration" button to re-register.

**Authorized Non-CAC Login**

All initial login, authorized Non-CAC Users must select the "Non-CAC Registration" button to complete their DCPDS Portal account setup.

Once a Non-CAC DCPDS Portal account is created, authorized Non-CAC users must enter the required information below and select the "Login" button to access their database.

Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

**Reporting Problems**

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

**CPMS Contact Information**

Department of Defense  
Civilian Personnel Management Service  
HR Business Information Technology  
Solutions Division - HR-BITS  
1400 Key Boulevard, B-200  
Arlington, VA 22209-5144  
Email: hr-bits@cpms.osd.mil

[Login Help](#)

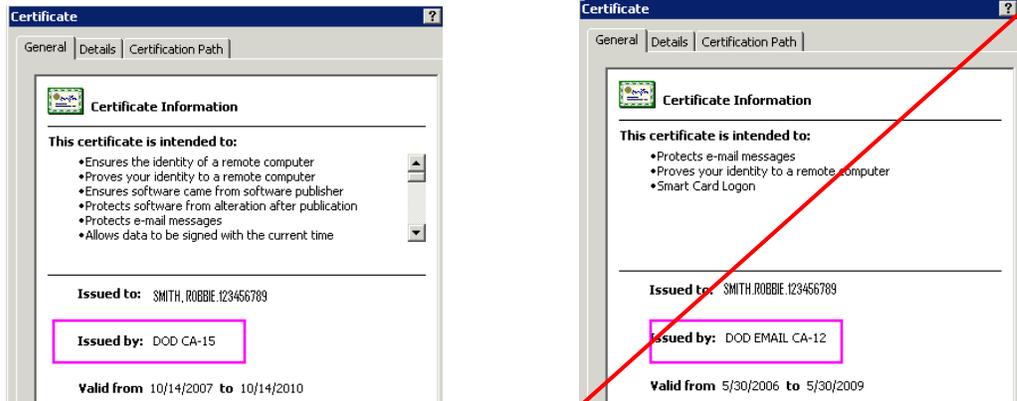
Figure 1 - Main DCPDS Portal Page screen

4. Select the non-email certificate at the *Choose a Digital Certificate*.

Figure 2 - Choose a Digital Certificate screen



When the Client Authentication window displays to determine the correct certificate highlight one of the certificates displayed and click "View Certificate".



Correct Certificate

Email Certificate

5. Select the OK button. Choose the appropriate digital certificate.

Note: Always select the non-email certificate.

6. Enter your pin and select the OK button.



Figure 3 - Pin Screen

7. The DCPDS CAC Registration screen displays with your CAC username and certificate information.

Figure 4 - DCPDS CAC Registration screen

8. Enter your SSN/LN Employee ID with hyphens.
9. Confirm your SSN/LN Employee ID with hyphens.
10. Select the Register button.
11. After selecting the Register button, the 'Validating Your HR/MyBiz/MyWorkplace Database Information' screen displays.

Screen 5 - DCPDS Portal Validate\* screen

- a. Enter your HR/MyBiz/MyWorkplace username. **Note:** This is the USERID assigned to you by your DCPDS administrator (e.g smith.robby-rso) or for first time non DCPDS users enter your Social Security Number (SSN) with hyphens to access the HR database, My Biz or My Workplace.
- b. Confirm your HR/MyBiz/MyWorkplace Username or SSN.

**Note:** Include dashes and special characters as they appear in your username.

12. Select the Submit button.

- a. When your username is validated, you will automatically be taken to the HR/My Biz/My Workplace application screen.

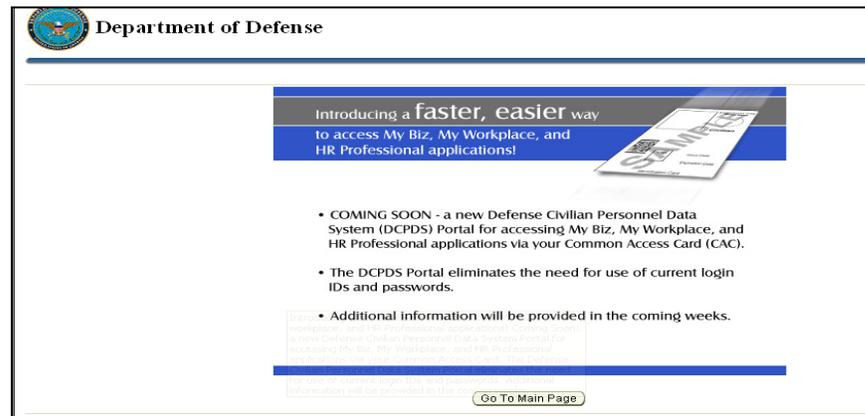


Figure 6 - HR/MyBiz/MyWorkplace Application screen

- b. If your username is not found on a database, an error message displays. Using the Back button, re-enter your information.

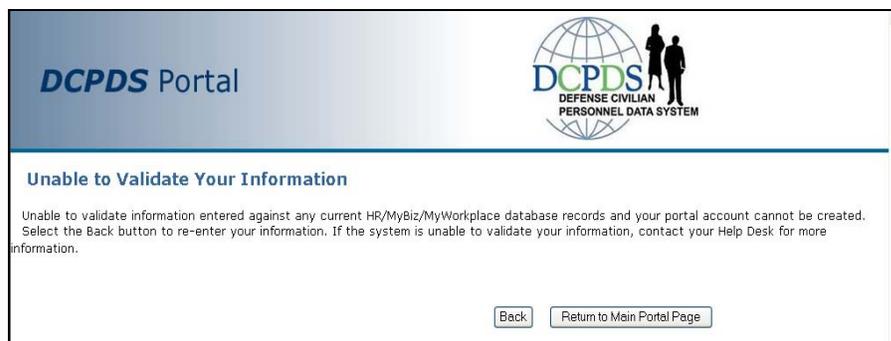


Figure 8 - Unable to Validate Your Information screen

- c. If you cannot complete the registration process, email the FAIM Help Desk at <mailto:faims.helpdesk@hq.dodea.edu>

# Accessing MyBiz and Updating your Personal Information

1. To login to DCPDS after successfully completing the CAC registration, return to the *Main DCPDS login screen*, place your CAC in the CAC reader, and click Login button.

**DCPDS Portal**

**Common Access Card (CAC) Access**

At initial login, CAC Users must register their CAC by selecting the "CAC Registration" button to complete their DCPDS Portal account setup.

Once a DCPDS Portal account is created, CAC users must select the "Login" button to access their database.

For Non-CAC users with a newly issued CAC, select the "CAC Registration" button.

If you changed your name and received a new CAC since completing your initial CAC registration, select the "CAC Registration" button to re-register.

[CAC Registration](#) [Login](#)

**Authorized Non-CAC Login**

At initial login, authorized Non-CAC Users must select the "Non-CAC Registration" button to complete their DCPDS Portal account setup.

Once a Non-CAC DCPDS Portal account is created, authorized Non-CAC users must enter the required information below and select the "Login" button to access their database.

Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

[Non-CAC Registration](#) [Reset Password](#) [Login](#)

[Login Help](#)

**Notice and Consent Logon Banner**  
**This is a Department of Defense (DoD) Computer System.**

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

**Reporting Problems**

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

**CPMS Contact Information**

Department of Defense  
Civilian Personnel Management Service  
HR Business Information Technology  
Solutions Division - HR-BITS  
1400 Key Boulevard, B-200  
Arlington, VA 22209-5144  
Email: [hr-bits@cpms.osd.mil](mailto:hr-bits@cpms.osd.mil)

2. After Logging in, click the [DODEA region](#) to access the Main MyBiz page.

**DCPDS Portal**

[Logout](#)

[My Application/Database](#) [Add Additional Application/Databases](#)

**Accessing Your Database**

**Region Association**

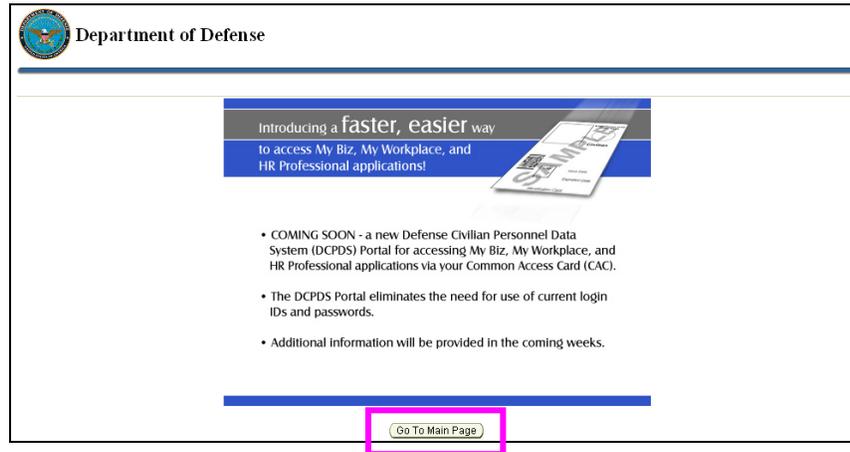
To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[DODEA region](#)

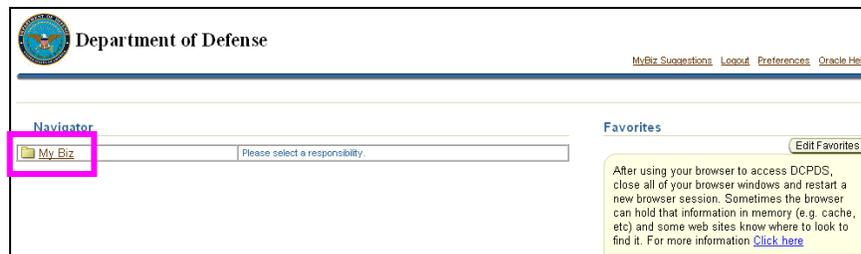
To protect your personal information, log out of your DCPDS Portal session by selecting the "Portal Logout" button.

[Logout](#)

3. Click on Go To Main Page

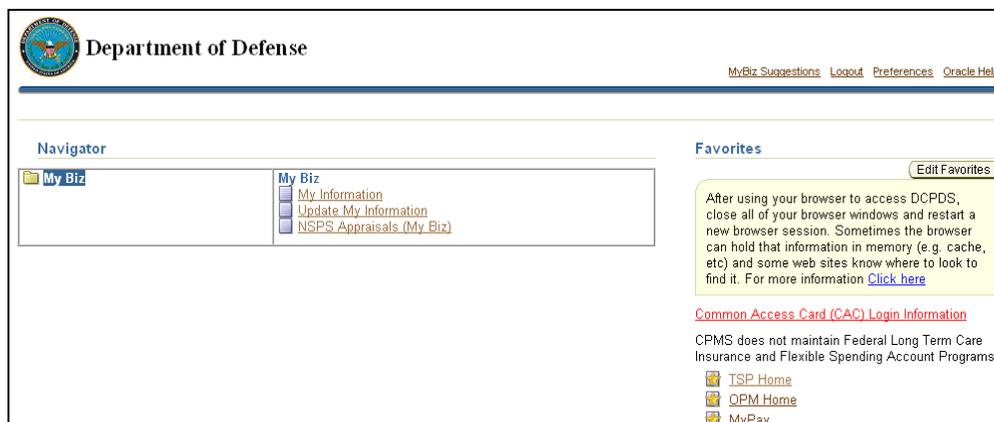


4. Additionally, please click the [My Biz](#) title to view your My Biz options.



5. You now have the ability to keep a portion of your personal information up-to-date within the Defense Civilian Personnel Data System (DCPDS). Updating your personal information is a critical part of this process. Please take a few minutes to update your personal information.

a. Click on Update My Information.



b. Then Accept privacy act statement.

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

---

**Privacy Act Statement**

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian employees and job applicants for civilian appropriated/non-appropriated fund (NAF) and National Guard (NG) civilian technician positions in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. There are no penalties or adverse consequences for failing to verify or provide the requested data.

---

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

c. The Update My Information section has a tab for My Profile, Handicap Code, US Fed Language, US Fed Ethnicity and Race Category and Emergency Contact Information. You may click on each tab and update your be personal information within each tab section.

Please update your, Email Address, Disability Codes, Foreign Language Proficiency, Race and National Origin (Ethnicity and Race Identification), and Phone.

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

---

**Update My Information**

**Employee**

Employee Name \_\_\_\_\_

Work Email Address \_\_\_\_\_

**My Profile**

**Work Email Address**

TIP Please enter your Work Email Address only and select the Update button to save.

Work Email Address

**Employee Phone Number**

TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

<input type="button" value="Add"/>	Type	Number	Delete
No data found			

**Physical Work Address**

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

<input type="button" value="Add"/>	Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
No results found.									