

Instructions to Access "My Biz"/"MyWorkPlace"

as of 22 March 2010



<https://compo.dcpds.cpms.osd.mil/>

* **DISCLAIMER:** My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their individual personnel records. The DoD My Biz and associated tools can accessed only by authorized DoD personnel within a .mil network. The DoD My Biz tool has no associated with any private or other enterprise using "MyBiz" in whole or in part as a title or logo.

*You may access MyBiz / MyWorkplace currently from any Government Computer
24 Hours a Day / 7 Days a Week.*

**If you have any questions about these instructions, please contact:
CMSgt Orvie Gunn at 217-761-3705 or MSgt Scott Wade at 217-761-3641**

To Start: Go to <https://compo.dcpds.cpms.osd.mil> and follow the instructions for registering your CAC on the DCPDS Portal:

- Then :**
- Select the CAC Registration button in the CAC Access area.
 - Select your **non-email certificate** at the Choose a Digital Certificate screen, select OK
 - Enter your PIN and select the OK

- Next:**
- At the DCPDS CAC Registration, enter Social Security Number with dashes, for example "123-45-6789"
 - Confirm by re-entering your Social Security Number with dashes and select Register

My Application/Database Add Additional Application/Databases

Validating Your HR/MyBiz/MyWorkplace Database Information

Regions Association
To validate an HR/MyBiz/MyWorkplace account exists for you, enter the required information below and select the "Submit" button.

****You must complete and submit this information to finalize the Registration process.****

**** Important **** * Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your HR/MyBiz/MyWorkplace log in screen "User Name". Use hyphens in the Username Field if applicable.

HR/MyBiz/MyWorkplace Username:

Confirm HR/MyBiz/MyWorkplace Username:

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

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

- Then:**
- At the Validating Your HR/My Biz/My Workplace Database Information screen display enter your "My Biz" Username. (Social Security Number with dashes)
 - Confirm your "My Biz" Username. (Social Security Number with dashes) select Submit

You will then select **NGB Region** after successfully registering your CAC card, and under the Navigator select the responsibility of either **MyBiz** or **MyWorkplace** (MyWorkplace is for Technician Supervisors).

The Homepage will appear. Under **MyBiz**, you can either go to **My Information** or **Update My Information**:

- **My Information is for viewing info only & Printing SF50s**
(POC for the different tabs are listed also)
 - Position information (current/historical)-Classification
 - Salary information - Staffing
 - Appraisal and Awards information- HRD
 - Personnel or Benefits- ERS
 - Appointment information - Staffing
 - Personnel Actions – is where you go to view/print SF50s
- **Update My Info allows you to update the following 7 areas**
 - Email addresses
 - Handicap Code
 - Foreign language proficiency
 - US Fed Ethnicity and Race Category
 - Education – HRD
 - Training Info – HRD
 - Emergency Contact numbers