

Defense Civilian Personnel Data System (DCPDS)

DCPDS Portal User Guide



Introduction

Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace user's easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the *DCPDS Portal* as

- Common Access Card (CAC) user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (*DCPDS Portal*) as a Common Access Card (CAC) user.

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Begin at the *DCPDS Portal* page: <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

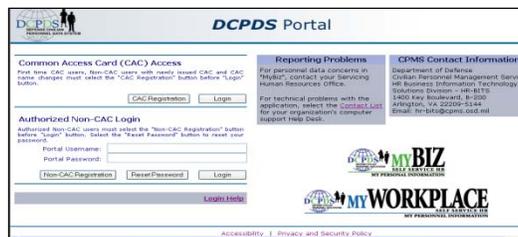
2. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



Screen 1: DoD Notice and Consent Banner

Note: After selecting OK button, the *DCPDS Portal* page displays.

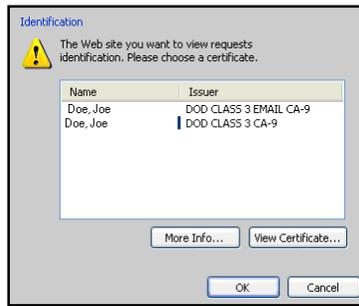
3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

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

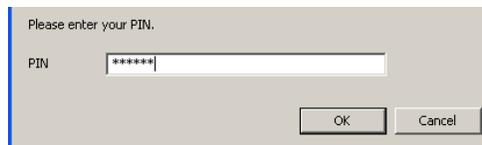
5. Select the OK button.



Screen 3: Choose a Digital Certificate

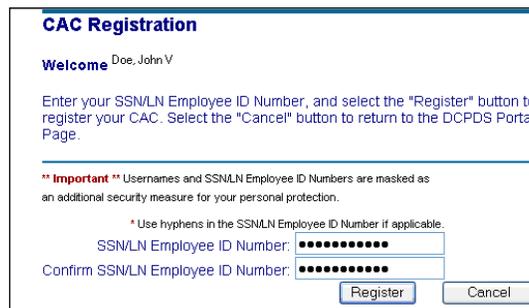
Note: Always select the non-email certificate.

6. Enter your PIN and select the OK button.



Screen 4: PIN

7. The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
 - a. Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
 - b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)



Screen 5: DCPDS CAC Registration

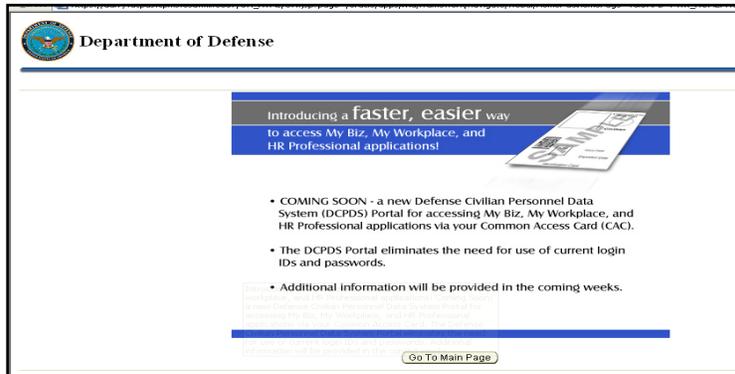
- c. Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username.
 - b. Confirm your HR/My Biz/My Workplace Username.

Screen 6: DCPDS Regions Association

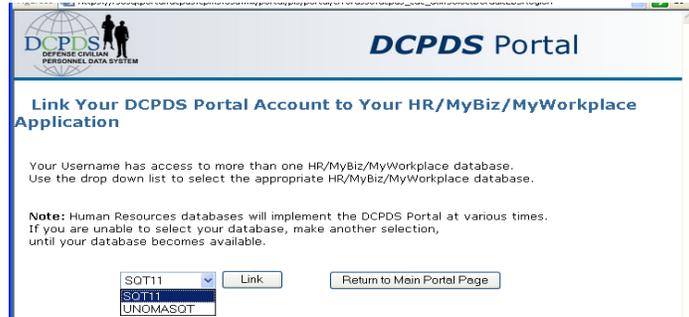
Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the **Submit** button.
 - If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.



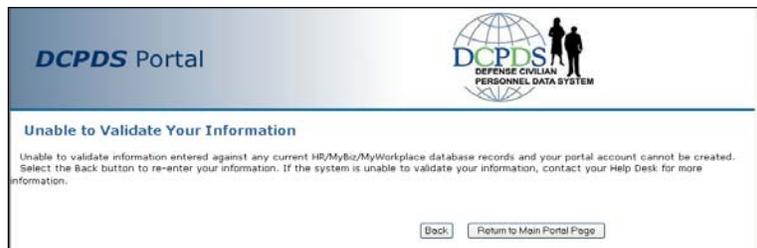
Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Choose and select a database using the drop-down list.
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.



Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

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

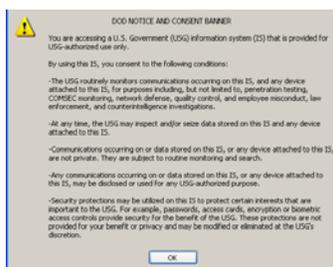


Screen 9: Unable to Validate Your Information

CAC User Name Change Process

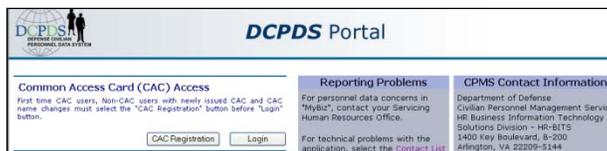
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



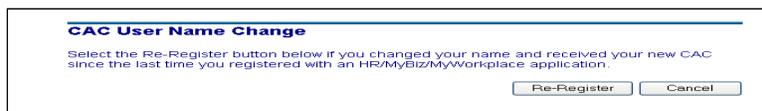
Screen 10: DoD Notice and Consent Banner

3. Select the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 11: DCPDS Portal Page

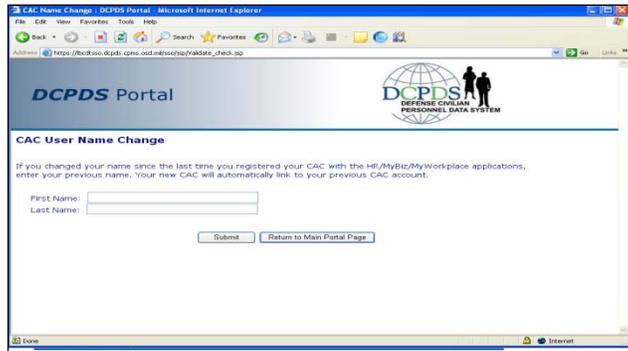
4. Select the Re-Register button in the *CAC Username Change* region.



Screen 12: CAC Registration

5. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

6. Select the **Submit** button.



Screen 13: CAC Username Change

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page*, *CAC Access Region* and select **Login**.