

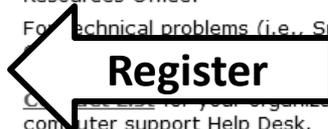
Setting up an account in

**My Biz**

- My Biz is a Self-Service web-based application that allows technician employees to access their Technician Personnel information.
- Similar to **vPC-GR** (Air) or **iPERMS** (Army)
- Access through DCPDS: **<https://compo.dcpds.cpms.osd.mil>**

The screenshot shows the DCPDS Portal interface. At the top, there's a navigation bar with 'D.P.S. MY BIZ' and 'D.P.S. MY WORKPLACE' logos. Below this is a main header with 'DCPDS PORTAL'. The page is divided into several sections:

- News and Information:** Last updated Sep 14, 2012 13:00 CDT. A headline reads 'JRE 7 Not Currently Certified with Oracle E-Business Suite R12'. The text explains that as of August 31, 2012, users must update to Oracle Doc ID 393931.1. It notes that JRE 7 is being certified with Oracle E-Business Suite R12, and users should continue using JRE 6 until certification is complete. Oracle recommends E-Business Suite R12 for security, and users must use the current JRE Native Plug-in (1.6.0\_35 (6u34)).
- Smart Card Access:** Includes a 'Help' link and two main options:
  - Returning Smart Card user?** Login and select your non-email certificate when asked to choose a digital certificate. Includes a 'Login' button.
  - First time Smart Card user or need to make name changes?** Register before logging in. Includes a 'Register' button.
- Reporting Problems:** For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office. For technical problems (e.g., Smart Card, etc...), contact your organization's computer support Help Desk.
- Authorized Non-Smart Card (Non-CAC) Access:** Includes a 'Help' link and two main options:
  - Returning Non-Smart Card user (Non-CAC)?** Use the username and password fields below to login. Includes input fields for 'Portal Username:' and 'Portal Password:', and 'Login' and 'Register' buttons.
  - First time Non-Smart Card (Non-CAC) User?** Before using the DCPDS system, you must first register.
  - Password problems?** You may go here if you have configured your account for automatic password resets. Includes a 'Reset' button.
- Component Help Desk Information:** If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk. For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!



- When prompted select your **NON-EMAIL CERTIFICATE**

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.

## Smart Card Registration

Welcome NAME

Enter your SSN/LN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

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

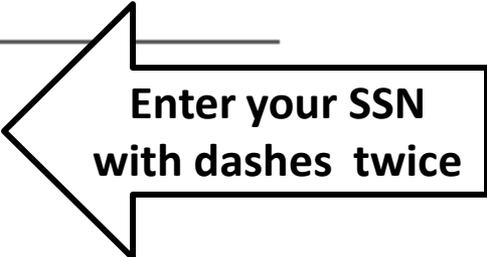
\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

Register

Cancel



**Enter your SSN  
with dashes twice**

## Smart Card (CAC) Re-Registration

Select the "Re-Register" button if you received a new Smart Card (CAC) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

Re-Register

Cancel

## Smart Card (PIV) Re-Registration

Select the "PIVRe-Register" button if you received a new Smart Card (PIV) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

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

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

PIVRe-Register

Cancel

## Non-Smart Card (Non-CAC) Users Registering as a Smart Card User

If you have been issued a Smart Card, enter the appropriate information below and select the "Change to Smart Card Registration" button.

DCPDSPORTAL - Windows Internet Explorer  
https://compop.dcpds.cpmis.osd.mil/portal/page/portal/DCPDSPORTAL

DCPDS PORTAL

DCPDS DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

MY BIZ

MY WORKPLACE

My Application/Database Add Additional Application/Databases

### Accessing Your Database

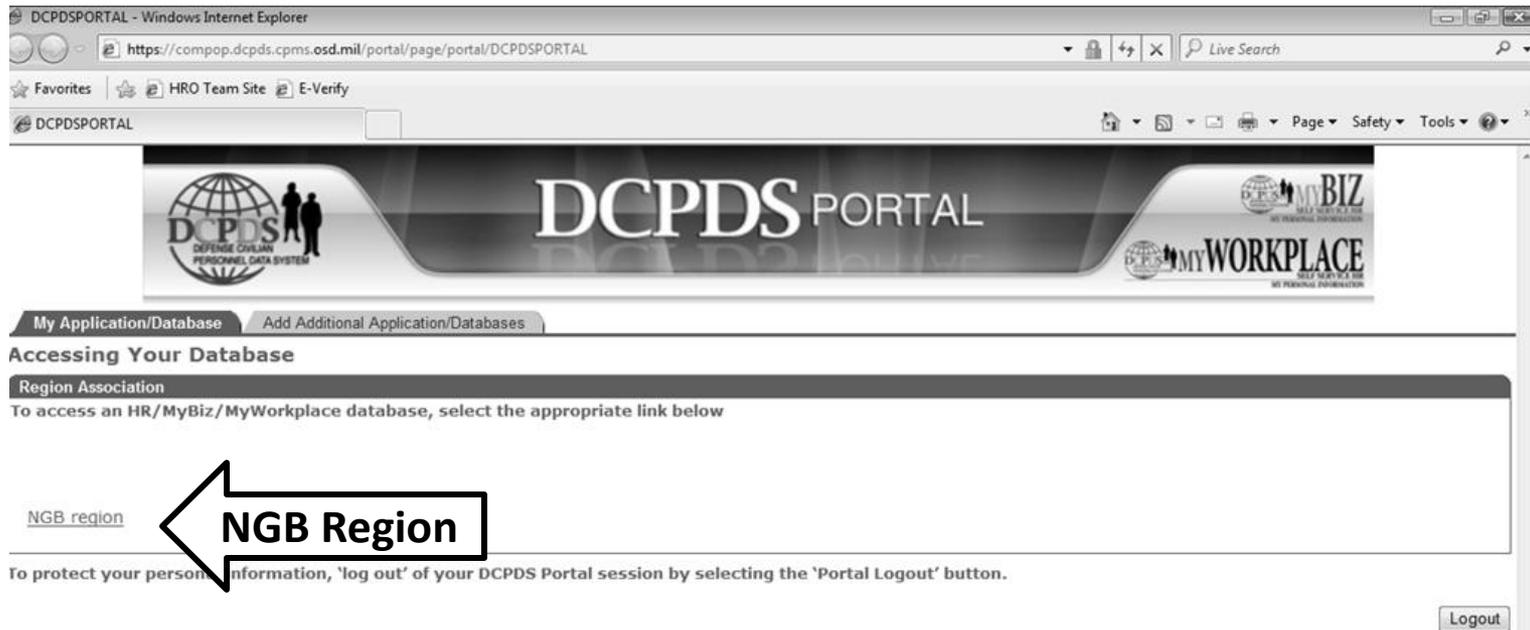
Region Association

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

[NGB region](#)

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

Logout



Oracle Applications Home Page - Windows Internet Explorer  
https://potter.dcpds.cpmis.osd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=

Department of Defense

ICE My Biz ICE PAA V3 FAQ Logout Preferences Help

### Navigator

My Biz

Select a responsibility.

"My Biz and associated web tools are provided 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 personal personnel records. The DoD My Biz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD My Biz tool has no association with any private or other enterprise using "My Biz" in whole or in part as a title or logo."

### Favorites

Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

**DCPDS Timing Out "Idle" Notice!**

DCPDS My Biz, My Workplace and Human Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate.



- This is the main My Biz page
- Use the links to access the different areas of your account

The screenshot shows the Oracle Applications Home Page for the Department of Defense. The browser address bar shows the URL: https://potter.dcpds.cpms.osd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRegionApplicationId. The page header includes the Department of Defense logo and the text 'Department of Defense'. A navigation bar contains links for 'ICE My Biz', 'ICE PAA V3', 'FAQ', 'Logout', 'Preferences', and 'Help'. The main content area is divided into a 'Navigator' section on the left and a 'Favorites' section on the right. The 'Navigator' section has a 'My Biz' folder icon and a list of links: 'My Information', 'Update My Information', 'Employment Verification', and 'Performance Appraisal Application (PAA)'. A large white arrow with the text 'Update My Information' points to the 'Update My Information' link. The 'Favorites' section has a 'Personalize' button and a message: 'After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes that information in memory (e.g. cache, cookies) may not be updated, so you may not know where to look to find it. For more information, see the Oracle Help Center.' Below this is a 'DCPDS Timing Out "Idle" Notice!' section with a 'New!' starburst icon. The notice states: 'DCPDS My Biz, My Workplace and Human Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate. DCPDS Users must select the "Log Out" link at either the top or bottom of the page to properly logout and exit their DCPDS Portal session.' At the bottom, there is a small text block: 'CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.'

• **My Information** - This is where you can view most of your information and personnel actions to include your initial appointment paperwork. The '**Personnel Actions**' Tab will list your actions, click Select -> View Selected to view your SF-50

- Choose Update my Information to update your information.  
**It is mandatory for you to update your e-mail address**  
**This must be an official (.mil) e-mail address**

Oracle Self Service Human Resources: Update My Information - Windows Internet Explorer

https://potter.dcpds.cpmc.osd.mil:8007/OA\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivPrivacyActPG&\_ti=1060

Department of Defense

Navigator Favorites ICE My Biz ICE PAA V3 FAQ Home Logout Preferences Help

Update My Information Cancel

**Employee**

Employee Name **Ball, Allison Lauren** Employee Number **162491**  
 Work Email Address **allison.holmes@us.army.mil**

Profile Disability **Name** ICE Emergency Contact Education Training Certifications/Licenses Awards and Bonuses

**My Profile** Certifications/Licenses

**Work Email Address**

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

Work Email Address **allison.holmes@us.army.mil** Update

**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.

Add

Type	Number	Delete
No data found		

**Update e-mail address**  
**\*MUST BE OFFICAL (.mil) ADDRESS\***

**For additional information contact:**

**Army Personnel:** SGT Jamie Burdiss at (614)336-7158 or DSN 346-7158  
**jamie.l.burdiss.mil@mail.mil**

**Air Personnel: Contact your remote**