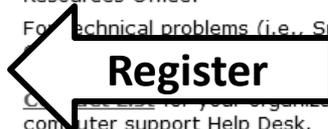Setting up an account in
My Biz

- 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**

- When prompted select your <u>NON-EMAIL CERTIFICATE</u>

tal

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.

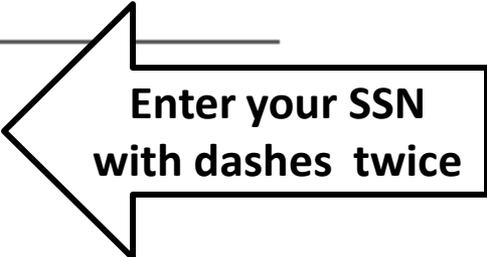** Important ** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* 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.

https://compop.dcpds.cpms.osd.mil/portal/page/portal/DCPDSPORTAL

Live Search

Favorites | HRO Team Site | E-Verify

DCPDSPORTAL

Page ▼ Safety ▼ Tools ▼

DCPDS PORTAL

MYBIZ

MYWORKPLACE

My Application/Database | Add Additional Application/Databases

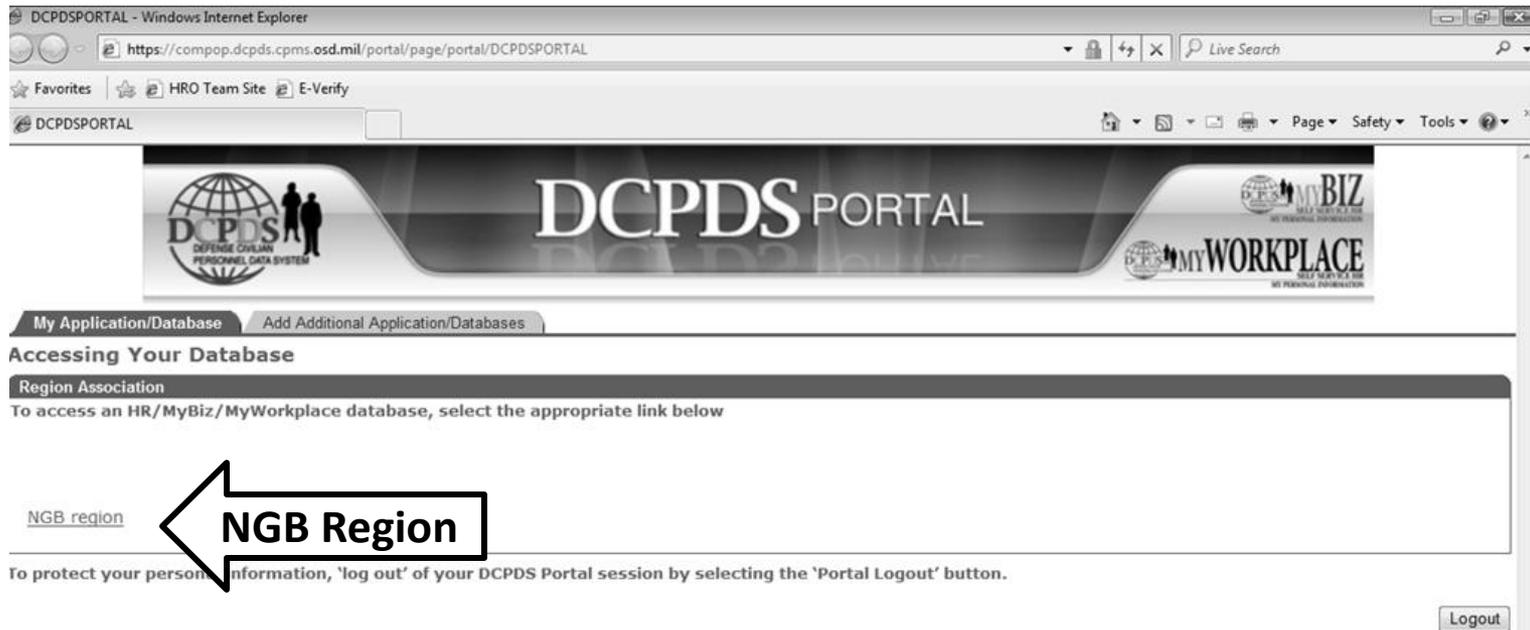## Accessing Your Database

Region Association

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

NGB region ⟵ **NGB Region**

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

Logout

---

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=

Live Search

Favorites | HRO Team Site | E-Verify

Oracle Applications Home Page

Page ▼ Safety ▼ Tools ▼

Department of Defense

Favorites ▼   ICE My Biz ICE PAA V3 FAQ Logout Preferences Help

Navigator

☐ My Biz ⟵ **My Biz**   ...lect a responsibility.

"My Biz and associated web...   ...the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS...o 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

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

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