DCPDS LOG IN FIX

When you navigate to MYBIZ+, click on the Smart Card Login button.

Once you're on the next page, click on add additional applications and databases button.

Enter in your SSN with the dashes for the username field. This should allow you to log on.

If this is your first time accessing DCPDS and the previous slide did not work, a few things could be the cause.

1. If you are AGR and were previously a Technician, you will need a Secondary Self Service Account. (Contact SGT Hammons) (Right Click-Open Hyperlink).

2. If you are accessing DCPDS as a power user (privileged access) above MyBiz+), you will need a DCPDS account created. (Contact SGT Hammons).

Note: Privileged access only applies to those who are entering in data in the DCPDS database. You will NOT need this as a basic supervisor.

In the event that you have received a new CAC since having access to DCPDS, or you have activated your PIV, you will need to click on *Register Here*. If you have not logged in before, you may need to click on *Register Here* as well.

DCPDS Smart Card Registration

ⓘ Info

To register or update your Smart Card Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement and follow the instructions below.

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]

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: [   ]

[✓ PIV-Re-Register] [✕ Cancel]

Inside of this screen, you have multiple options.

• If this is your first time inside of MyBiz+, you will only use the Smart Card Registration box. Your username is your SSN WITH the dashes.

• In the event you have received a new CAC and have already been inside of MyBiz+, you will need to re-register your new CAC through the Re-Registration box.

• If you have a PIV and have received a new CAC since being able to log into MyBiz+, you will use the third box to re-register your PIV. Once again, your username is your SSN WITH the dashes.

Some common errors may occur when you are navigating through DCPDS/MyBiz+ that will cause your internet session to end.

A way that you can fix this without closing out of your internet is to navigate to your *Tools* inside of Internet Explorer.

Inside of there, you will click on *Internet Options*.
On the very first tab (General), you will click on *Settings*, *View Files*. A new window pops up with all of your temporary internet files. Click the first file, then Ctrl+A to select all. You will have to manually hit the delete key on your keyboard to delete them.

Next, you want to navigate to the *Content* tab inside of Internet Options. Click *Clear SSL State*.

You should now be able to retry logging into DCPDS/MyBiz+.
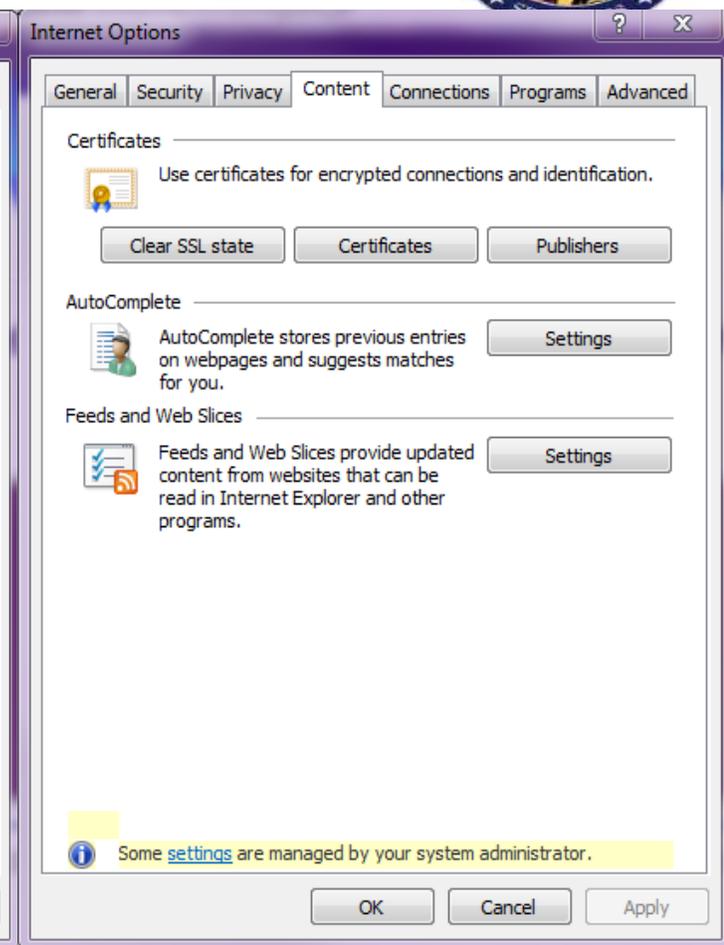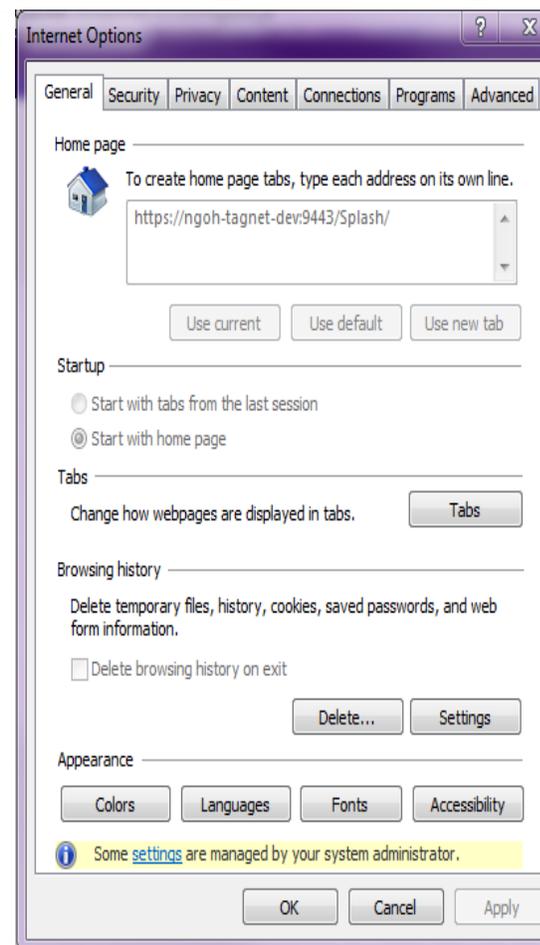
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