

Defense Civilian Personnel Data System (DCPDS)

DCPDS Portal User Guide



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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.

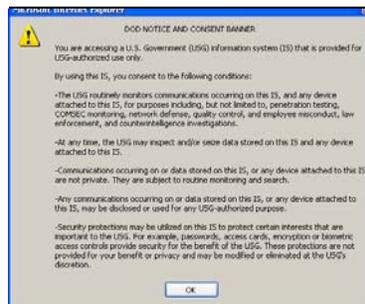
Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

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.

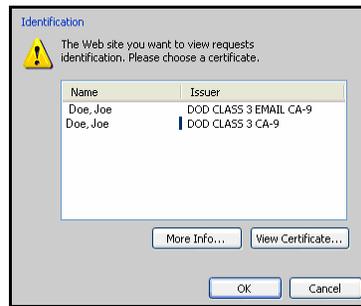
3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

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

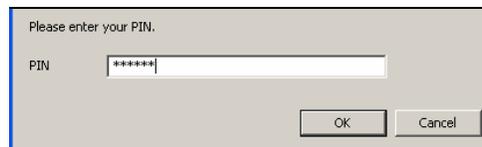
5. Select the OK button.



Screen 3: Choose a Digital Certificate

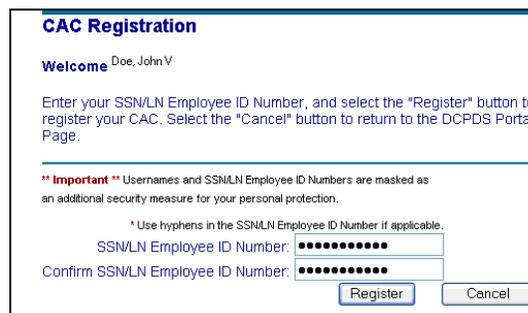
Note: Always select the non-email certificate.

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) with hyphens Example: 012-34-5678
 - b. Confirm your SSN with hyphens



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 (SSN with hyphens)
 - b. Confirm your HR/My Biz/My Workplace Username (SSN with hyphens)

REGIONS ASSOCIATION

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

**** Important **** Usernames and SSN/IN 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 Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 83, and 99; and Executive Order 9397.

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

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

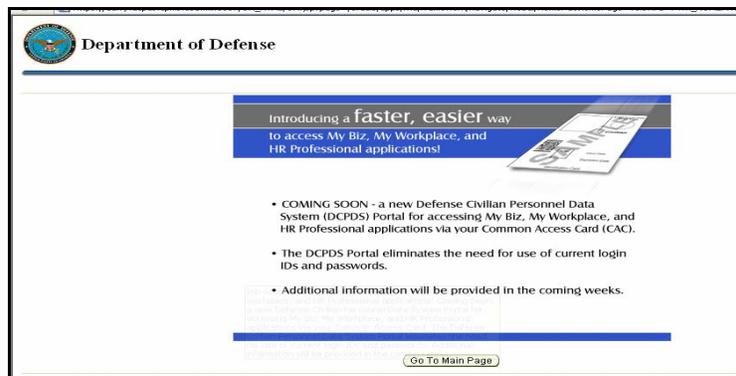
Disclosure: Voluntary. Failure to provide the information will result in a delay or termination of your request is terminated, you will not be able to view a your data and you will not be able to update your data website.

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

Screen 6: DCPDS Regions Association

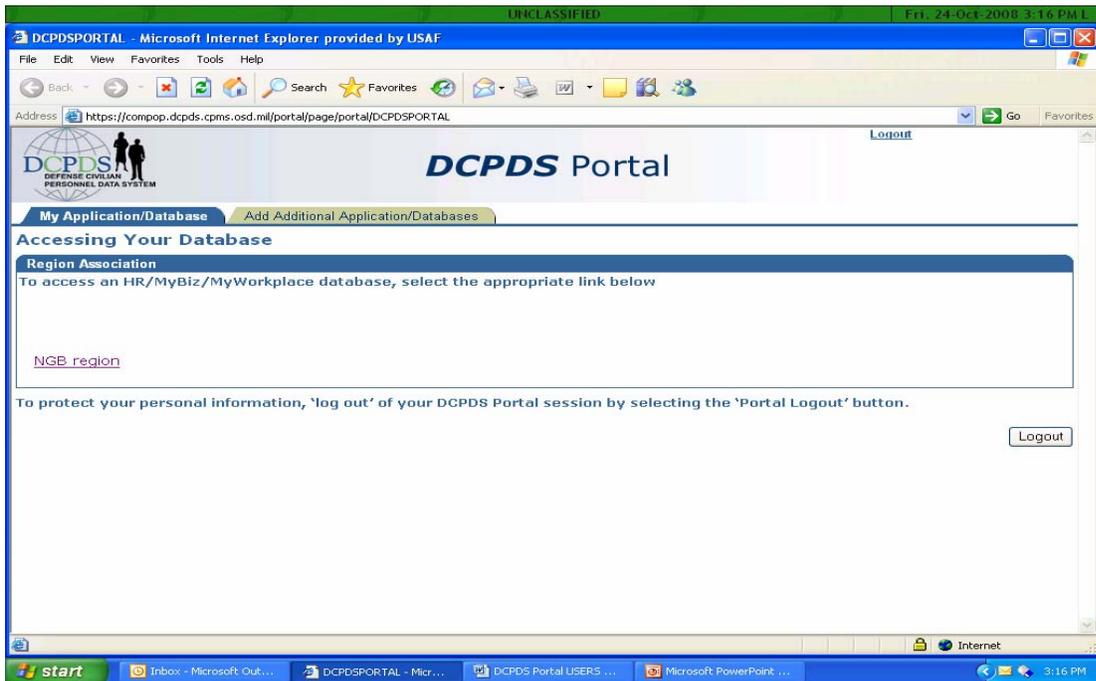
Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

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.



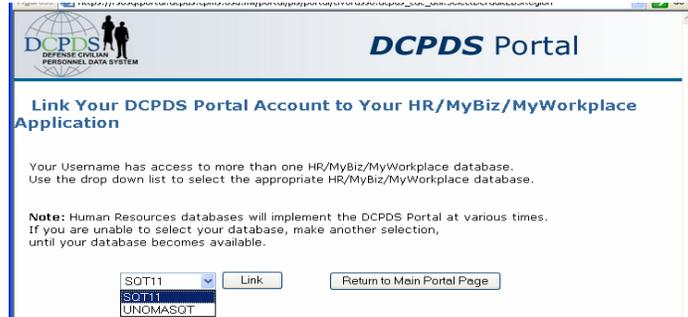
Screen 7: HR/My Biz/My Workplace Application

If it brings you to a screen that looks like this, select NGB Region to enter the application.



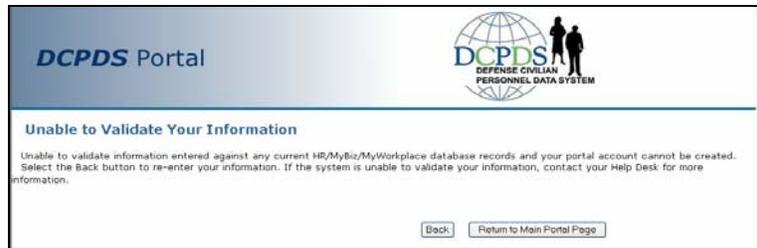
Once in the application, you need to select a responsibility (i.e. My Biz or My Workplace).

- 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

Quick Reference Guide

DCPDS Portal

CAC Re-Registration Process

Purpose

This Quick Reference Guide introduces a DCPDS Portal User with newly issued CAC card due to name change to the new CAC Re-registration process.

Who should use this guide

This guide is for DCPDS Portal Users.

Introduction

Common Access Card (CAC) Re-registration Process

The newly implemented, Defense Civilian Personnel Data System (DCPDS) Portal CAC 'Re-registration' process, which replaces the previous 'CAC Username Change' process, allow users to re-register when a new CAC card is issued to an employee due to a name change. The CAC Re-registration process is for use by previously DCPDS Portal registered CAC users only.

Registered users with new CAC cards must select the 'CAC Registration' from the main DCPDS Portal page and select the 'Re-registration' button to reregister the new CAC to the existing account. Current account(s) will then be linked to the new CAC.

Note: Previously registered DCPDS Portal users who obtain a new CAC due to 'expiration date' issues will 'login' to DCPDS Portal - ***NO RE-REGISTRATION REQUIRED.***

Removing 'old' CAC Certificate Information

Users with new CACs due to 'name changes' must remove existing certificates containing old 'name' information before re-registering the new CAC by following the steps below:

1. In Internet explorer, navigate to the 'Tools' menu, select 'Internet Options', then select the 'Content Tab', then select the 'Certificates' button.

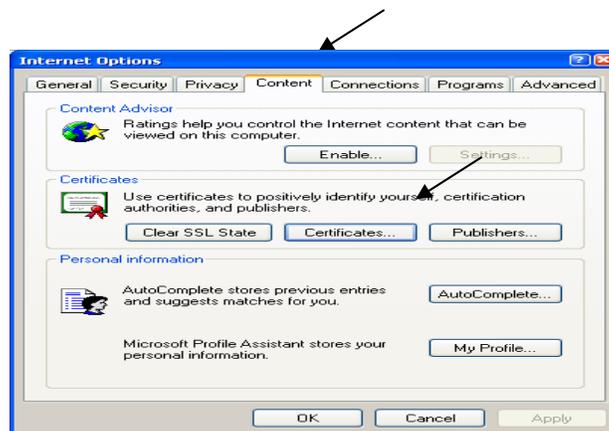


Figure 1

2. Select certificates containing 'old' name and then 'Remove' button. Selected certificates are removed and will not display during the re-registration process.

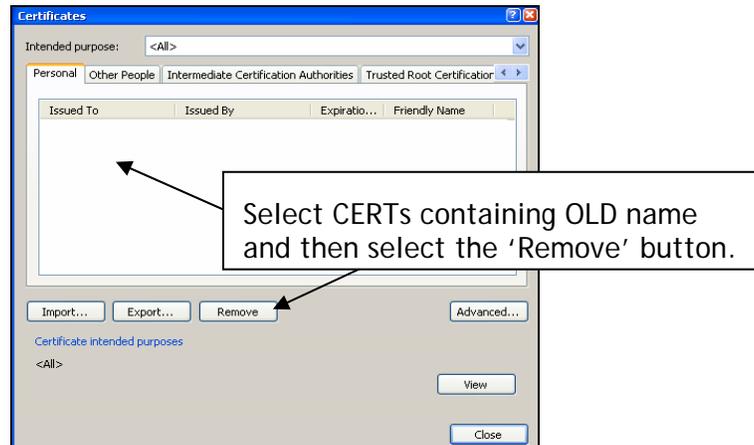


Figure 2

Note: Users, who cannot complete the certification removal process, must contact their local helpdesk for assistance.

DCPDS Portal CAC Re-Registration Process

Once the certificates are removed, follow the 're-registration' steps below:

1. User navigates to the Defense Civilian Personnel Data System (DCPDS) Portal.
2. After reviewing the *Department of Defense (DoD) Notice and Consent Banner* screen, the user selects the OK button to proceed to the Portal page.
3. User then selects the digital certificate containing the new 'Name' and then clicks the 'OK' button. **Note:** Always select the non-email certificate.

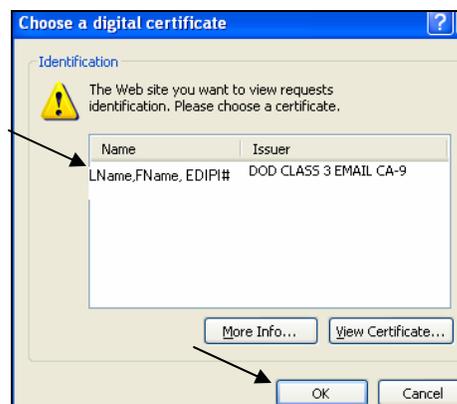


Figure 3

4. User enters their PIN and selects the 'OK' button.



Figure 4

5. User selects the 'CAC Registration' button at the Portal page.

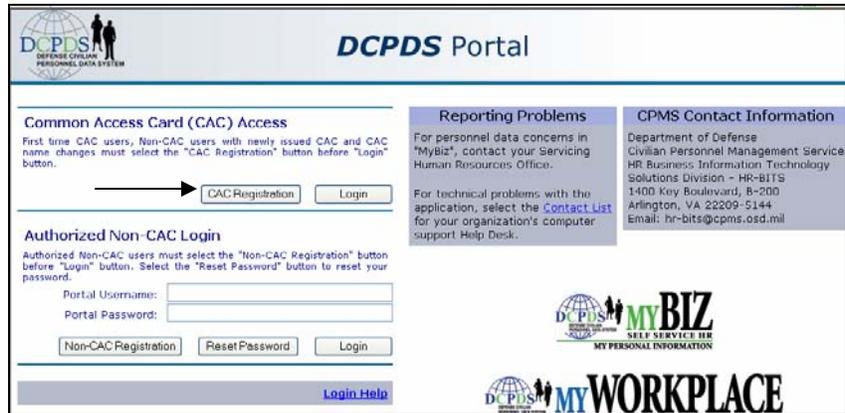


Figure 5

6. The *DCPDS CAC Registration* screen appears, and then user selects the 'Re-Register' button in the '*CAC Re-Registration*' section.

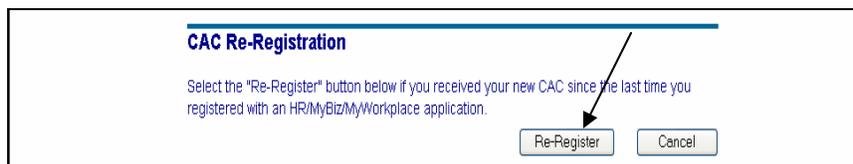


Figure 6

7. After clicking 'Re-Register', users will receive a 'CAC Re-Registration Successful' confirmation page. User clicks the OK button. Current account(s) will then be linked to the new CAC. User must return to the *DCPDS Main Portal* screen to 'login'.

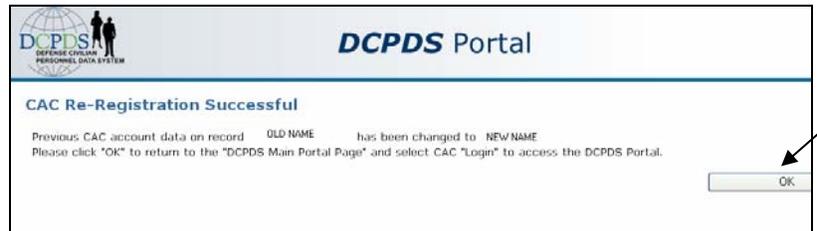


Figure 7

System Generated Messages

1. Upon successful re-registration, users will see receive the following message:

"Your current CAC account information matches your previous CAC account information on record. Please click "OK" to return to the "DCPDS Main Portal Page" and select CAC "Login" to access the DCPDS portal".
2. Users trying to re-register their new CAC without first completing the re-registration process will receive the following message:

"The system of record could not validate your CAC information. Select the "Return to Main Portal Page" button, then select 'CAC Registration on the main DCPDS portal page and follow the 'CAC Registration process. If you have previously registered to the DCPDS portal but now have a new CAC, please select 'CAC Registration' on the main DCPDS portal page and follow the 'CAC Re-Registration' process."