



MyBiz+/DCPDS CAC Registration - Quick Guide for Employees

This guide is meant to be a reference that will walk you through the basic steps of the ONE TIME registering of your CAC for use of MyBiz+ and DCPDS.

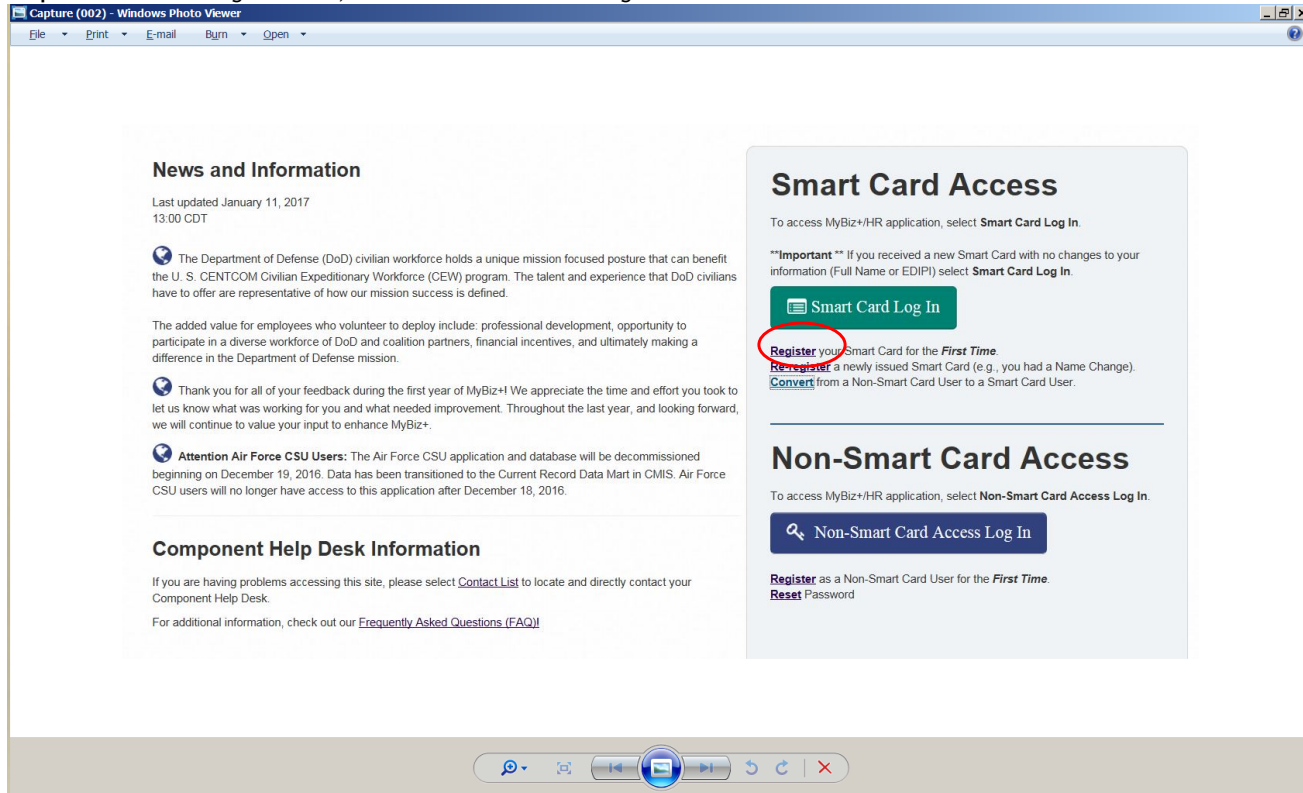
Step 1 Go to the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>. This is the authentication page which allows access.

Step 2 Is a **one-time only process**. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

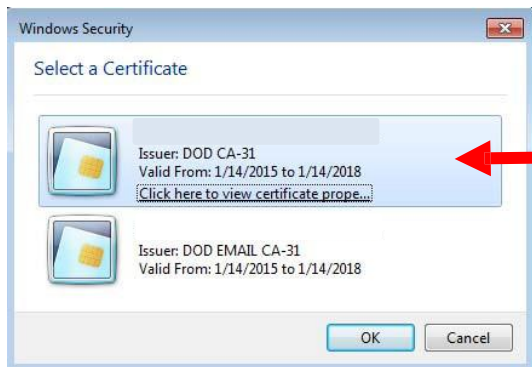


Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

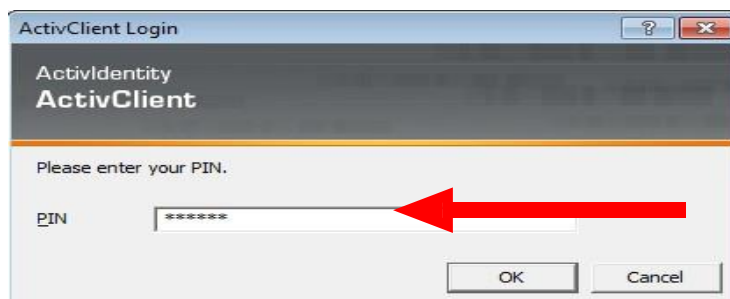
Step 3 Click on the “Register” link, beneath the “Smart Card login” button.



Step 4 Choose a Digital Certificate. *Note: Always select the non- email certificate.* Select the OK button



Step 5 Enter your PIN and select ‘OK’.



Note: After selection OK button you will be at the Registration page.

Welcome RODRIGUEZ LAURA L.

DCPDS Smart Card Registration

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:

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.

Privacy Act Statement

Authorities: 5 USC 301; Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 63, and 99; and Executive Order 9397.

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

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

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.

Step 6 The **DCPDS Smart Card Registration** screen displays (see above). Enter data within the SSN/LN Employee ID Number field and the Confirm SSN/LN Employee ID Number fields:

- In the SSN (SSN)/Local National (LN) Employee ID **enter your SSN with dashes** (LN Employees enter your Employee ID - Use hyphens if applicable)
- In the Confirm SSN (SSN)/Local National (LN) Employee ID **re-enter your SSN with dashes** (LN Employees enter your Employee ID - Use hyphens if applicable)
- Select the **Register** button

The **Validating Your My Biz+ / HR Database Information** screen displays (see below). You must complete and submit this information to finalize the Registration process.

Step 7 Enter your HR/My Biz/MyWorkplace Username. (For most Army Employees, this would be your SSN with dashes. If you have been given a DCPDS Username - enter your DCPDS Username (i.e. JOHN.SMITH-MGR, JANE.DOE-RMM or SUZIE.QUE-COH))

Step 8 Confirm your HR/My Biz/MyWorkplace Username. (For most Army Employees, this would be your SSN with dashes. If you have been given a DCPDS Username - enter your DCPDS Username (i.e. JOHN.SMITH-MGR, JANE.DOE-RMM or SUZIE.QUE-COH))

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/LN 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: *****

[Submit](#) [Return to Main Portal Page](#)

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: The purpose of this system is to ensure that authorized persons may process applications and verify data for purpose of verifying its accuracy and to update when it is not current or is inaccurate. To audit user access to the information.

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

[Logout](#)

Step 9 Select the [Submit](#) button-You have now completed the registration.

The Privacy Act Statement screen is displayed

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 156; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 3097.

Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD "Blanket Routine Uses" set forth at the beginning of ODC's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

[Accept](#)

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

When you log into MyBiz+ the next time you will be directed to the Privacy Act Statement, select Accept and you will see the DCPDS Portal page (see below). Choose the purple “HR MyBiz+ ARMY” tile.

