## My Biz+/My Team (My-Workplace) CAC Registration and Logon for First-Time Users

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.

Note: After selecting OK, the DCPDS Portal page displays.

3. Select the **Register Here** button in the Smart Card Access region.



- 4. Select your non-email certificate at the *Choose a Digital Certificate* screen.
- 5. Select the **OK** button.
- 6. Enter your PIN and select the **OK** button. The *DCPDS CAC Registration* screen displays with your CAC Username.
- 7. Enter the following in the CAC Registration region of the screen.
  - a. Social Security Number (SSN) (Use hyphens)
  - b. Confirm your SSN (Use hyphens)
  - c. Select the **Register** button.



**8.** After selecting the **Register** button. Review the Privacy Act Statement and select the **Accept** button to continue.

**Note**: After selecting **Accept**, the *Accessing Your Database* page displays.

The information you provi	te to the Defense Civilian Personnel Data	System (DCPDS) is covered by the Privacy Act of 1974. For qu	estions regarding your
Authorities: 5 U.S.C. Ch volumes 1100 and 1401	apters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55 29 CER 1614 601, and E O 9397	5, 61, 63, 72, 75, 63, and 99; 5 U.S.C. 7201; 10 USC 136; DoD	Instruction 1400.25,
Principal Purposes: To a	llow civilian (appropriated fund and non-ap	ppropriated fund) employees in the Department of Defense (Dol	D) to update personal
Routine Uses: None. The Disclosure: Voluntary. He	DoD 'Blanket Routine Uses' set forth at th wever, failure to provide or update your in	he beginning of OSD's compilation of systems of records notices formation may require manual HR processing or the absence o	apply to this system. I some information.
	>	Accept	
	Accessibility/Section 508   Privat	cy and Security Policy   System Help Desk Contacts	

**NOTE:** CAC registration is a one-time action. The next time you access My-Biz/My-Workplace, simply select the login button on the *DCPDS Portal* main screen.

Below page will display for new users. You will need to click the Add Additional Application/Databases' link

Enter your MyBiz+ Username (THIS IS YOUR SOCIAL SECURITY NUMBER----with Hyphens).



9. After you register your CAC card, the *My*Biz+ page should appear.

The employee should select **Update Contact Information** to enter his/her work email address. Supervisors also have the option to select **Manager Functions** to view personnel related information on their employees.

MyDiz+	Other DCPDS Applic	ations - 🛧 Favorites - Custo	mer Support - 🛛 🛛 Help - Logout
		Notifications	
If you are a manager or supervisor, select the MyTeam tile to discover the HR information	Read / Unread	Title	Start Date
available for your team.	No Notifications At This	s Time	
elcome,		You have no unread not	ifications.
lome			2 🖨 🛔 🕈 🐔 📫 🗎
* Provide Feedback			
Key Services			Manage My Views 🥊
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vilian Career Renort			
pdate Contact Information			
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etrieve SF50			
pdate MySupervisor			

10. From this screen, employees can update their contact information and request UPDATE MY SUPERVISOR.

W.Riz.	Other DCPDS Applications -	★ Favorites ▼ Customer Support ▼ Ø Help ▼ Lorout
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Employee	Supervisor	Organization MSARNG ELEMENT - JF HQ
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rsonal Information		
ntact Information		
Work Email Address		Actions
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Phone Add	Work Email Address must contain one "@" and at least one ".". For example: john.doe@email.mil	Cancel Update
Phone Add Phone	Work Email Address must contain one "@" and at least one ".". For example: john.doe@email.mil	Cancel Update
Phone Add Phone 6013136374	Work Email Address must contain one "@" and at least one ".". For example: john.doe@email.mil Type Work	Cancel Update Actions Edit Delete
Phone Add Phone 6013136374	Work Email Address must contain one "@" and at least one ".". For example: john.doe@email.mil Type Work	Cancel Update Actions Edit Delete
Phone Add Phone 6013136374 Emergency	Work Email Address must contain one "@" and at least one ".". For example: john.doe@email.mil Type Work Resignate more than one person as an Emergency Contact, but only one Primary Contact. It is suggested at least two contacts be identified, one share	Cancel Update Actions Edit Delete hould be local and readily accessible and he other someone who is not
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If you did not input your email address during the registration process, be sure to update your email address to reflect your "**Work**" email.

## This is a mandatory requirement for all My-Biz+ users.

## **POCs for My-Biz+ questions are:**

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