

# 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.

The screenshot shows a web browser window displaying the DCPDS Portal. The browser's address bar shows the URL <https://compo.dcpds.cpms.osd.mil>. The page header includes navigation links for "Login Help", "Contact List", and "Frequently Asked Questions (FAQ)". The main content area is divided into two columns. The left column, titled "News and Information", contains several news items with globe icons, including updates on MyBiz+ access for EOP and IBB employees, instructions for registering a Smart Card, and information about the DoD civilian workforce. The right column, titled "Smart Card Access", provides instructions for accessing MyBiz+/HR applications. It features a prominent green button labeled "Smart Card Log In" with a white arrow pointing to it from the right. Below this button, there are instructions to register, re-register, or convert from a non-smart card user. A second section, "Non-Smart Card Access", includes a blue button labeled "Non-Smart Card Access Log In" and instructions for registering as a non-smart card user or resetting a password.

News and Information

Last updated August 21, 2016  
13:00 CDT

Executive Office of the President (EOP) and International Broadcasting Bureau (IBB) employees, managers and supervisors can now access MyBiz+ and MyBiz+ for Managers and Supervisors!

To access, select **Register** your "Smart Card for the **First Time**" to register your Personal Identity Verification (PIV) card.

All users may select Login Help from the top of the DCPDS Portal page to review MyBiz+ Registration instructions.

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the U. S. CENTCOM Civilian Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

**Attention CSU Users:** The CSU application and database will be decommissioned in the near future. Data has been transitioned to the Current Record Data Mart in CMIS. DLA/DLA customer CSU users will no longer have access to CSU as of June 30, 2016. This notice will be updated with dates for other agencies as they are announced.

### Smart Card Access

To access MyBiz+/HR application, select **Smart Card Log In**.

**\*\*Important\*\*** If you received a new Smart Card with no changes to your information (Full Name or EDIPI) select **Smart Card Log In**.

**Smart Card Log In**

**Register** your Smart Card for the **First Time**  
**Re-register** a newly issued Smart Card (e.g., you had a Name Change).  
**Convert** from a Non-Smart Card User to a Smart Card User.

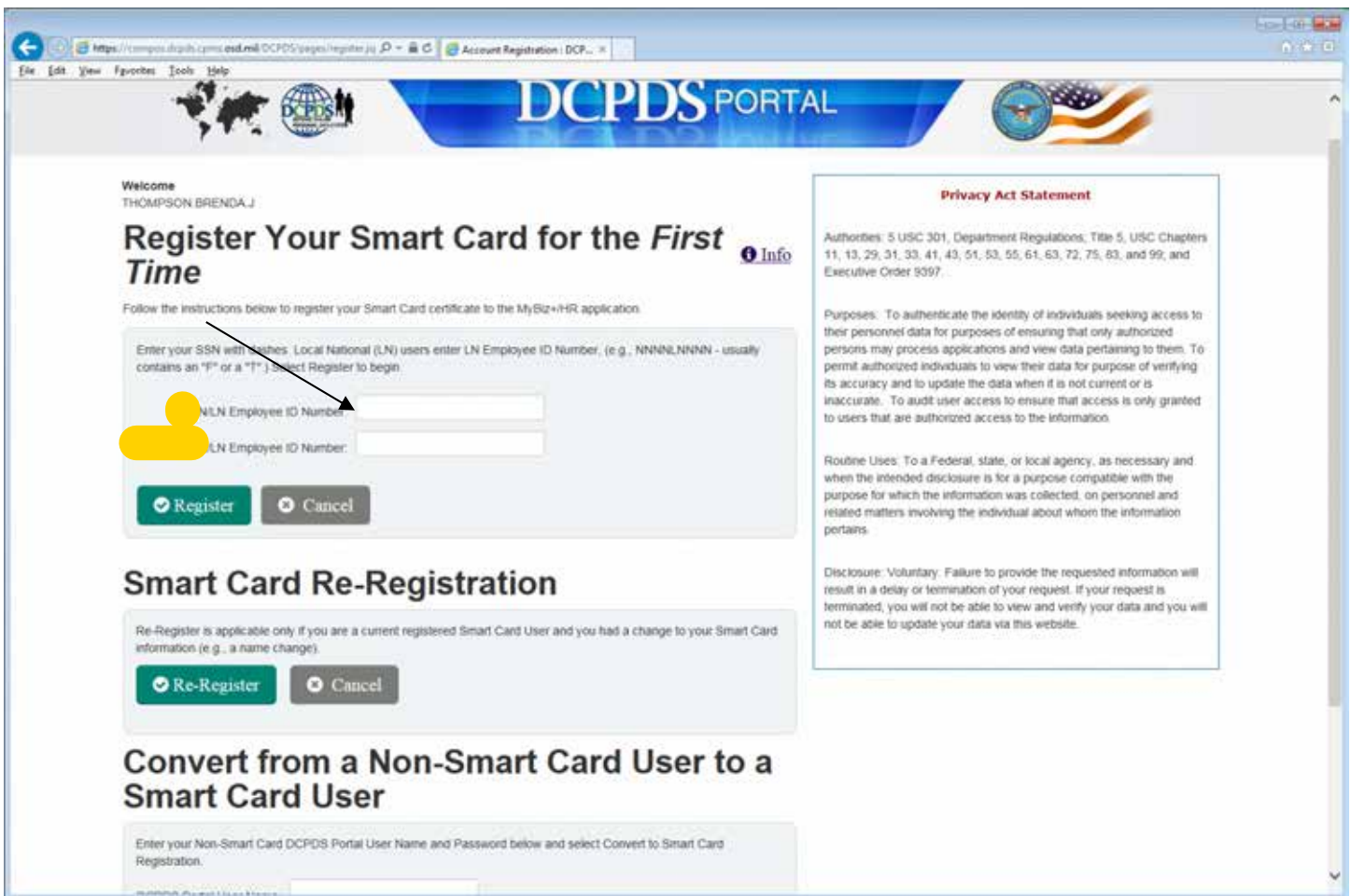
### Non-Smart Card Access

To access MyBiz+/HR application, select **Non-Smart Card Access Log In**.

**Non-Smart Card Access Log In**

**Register** as a Non-Smart Card User for the **First Time**.  
**Reset** Password

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.

---

### 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, 35, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401, 29 CFR 1614.601, and E.O. 9397.

**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 OSD'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.



[Accessibility/Section 508](#) | [Privacy 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.

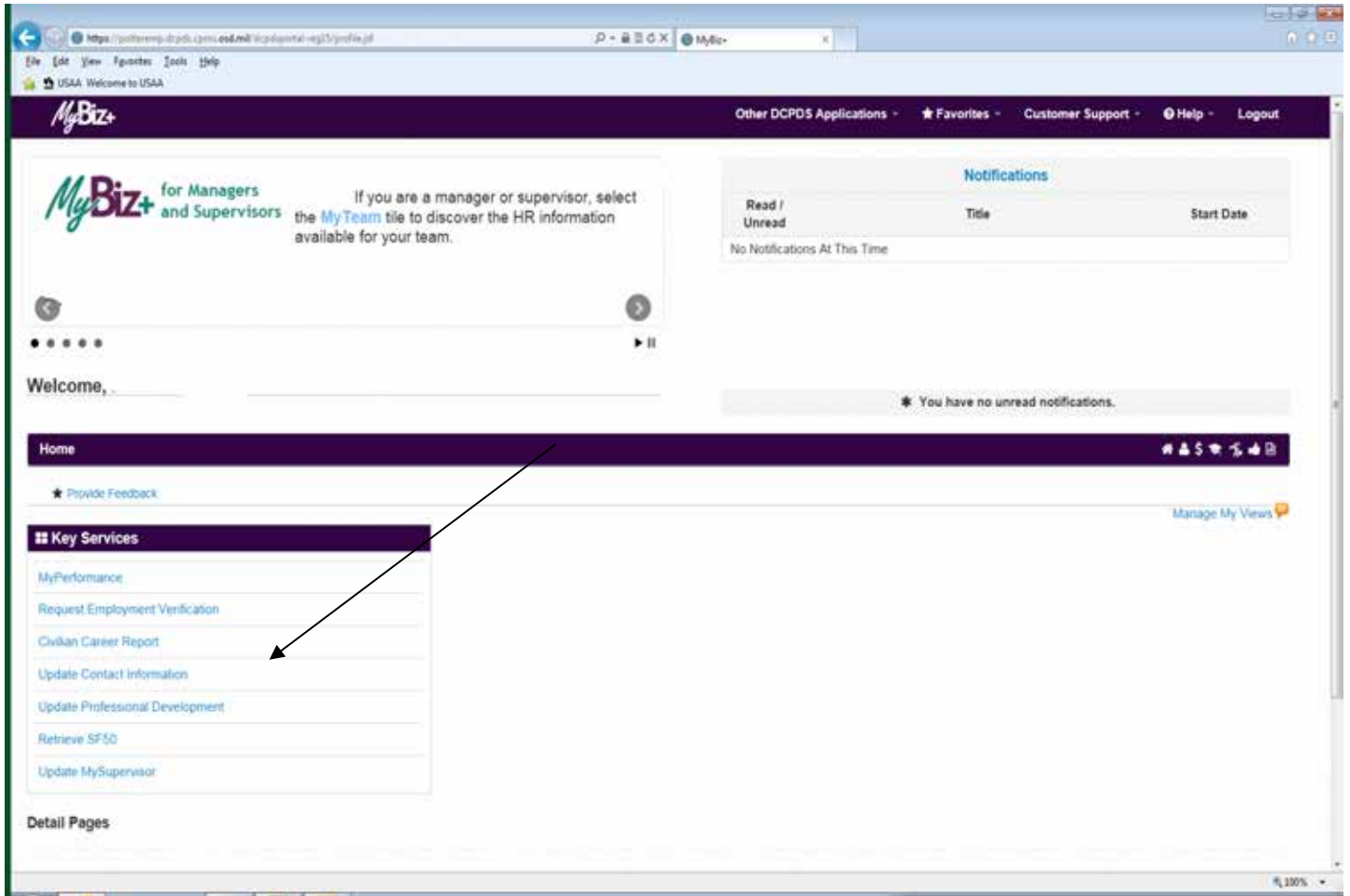
Enter your MyBiz+ Username (THIS IS

).

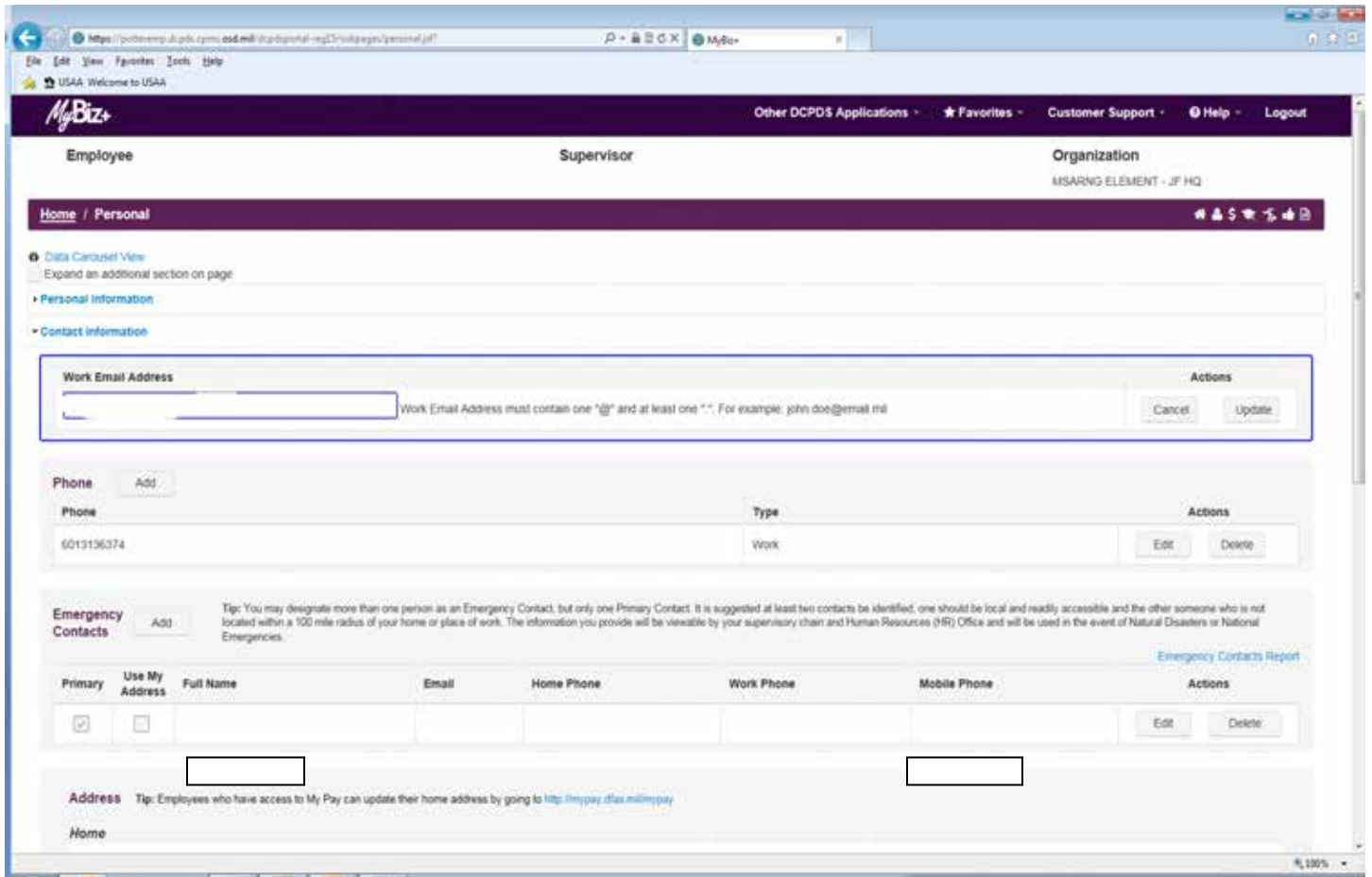


9. After you register your CAC card, the **MyBiz+** page should appear.

The employee should select **Update Contact Information** to enter his/her work email address.



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



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:**

Mr. Joshua Sweigart  
501-212-4217  
DSN 962-4217  
[joshua.m.sweigart.civ@army.mil](mailto:joshua.m.sweigart.civ@army.mil)

Mr. Tim Anderson  
501-212-4224  
DSN 962-4224  
[timothy.e.anderson16.civ@army.mil](mailto:timothy.e.anderson16.civ@army.mil)