

Defense Civilian Personnel Data System (DCPDS) Portal Smart Card/Common Access Card (CAC) Registration

Air Force Region, as of 8 October 2015

Accessing MyBiz+ DCPDS Portal Page

- To access **MyBiz+**, navigate to the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/>
This is the authentication page which allows access, if permitted.
- **Note:** Ensure that your **Smart Card/Common Access Card (CAC)** is inserted into your card reader.

Login Help | Contact List | Frequently Asked Questions (FAQ)

DCPDS PORTAL

News and Information

Last updated May 10, 2015
13:00 CDT

MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors debuts May 4, 2015. If you are a manager or supervisor, Login and select the MyTeam tile on the MyBiz+ homepage to discover the HR information available for your team. Important: As of June 2015, My Workplace will no longer be available to managers and supervisors.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

Smart Card Access

Click the login button below and select your non-email digital certificate.

Smart Card Login

First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.

Non-Smart Card Access

First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

- If already registered click on “Smart Card Login” under “Smart Card Access”.
- Upon login and acceptance of the Privacy Act Statement, DoD employee users are directed to the **MyBiz+** homepage.
- If this is your first time gaining access to the DCPDS Portal, under “Smart Card Access” under “Smart Card Login” click on “**First Time Smart Card (CAC) user? Register Here**”, and follow the DCPDS Smart Card Process.
 - Select a certificate at the *Choose a Digital Certificate* screen. (**For Smart Card/CAC users, select the non-email certificate.**)
 - Select the **OK** button.

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- Enter your PIN and select the **OK** button. The *DCPDS Smart Card Registration* screen displays with your Smart Card Username.
- Enter the following in the Smart Card Registration region of the screen.
 - Social Security Number (SSN)/Local National (LN) Employee ID Number. (Use **hyphens, if applicable**)
 - Confirm your SSN/Local National (LN) Employee ID Number. (Use **hyphens, if applicable**)
- Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
- Under “**Choose your Path**” select the “**MyBiz+ Air Force**” (Note these instructions addresses the Air Force Region.)



My Application/Database [Add Additional Application/Databases](#)

Choose your Path



This example shows three (3) paths. Base on your job requirements, not everyone has multiple paths to choose from. **To gain access to MyBiz+, you must choose “MyBiz+ Air Force”**

To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/Databases** link above.



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

Logout

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Update Work Email Address Pop-up

- Upon accessing MyBiz+, a work email pop up will display for employees whose DCPDS records do not contain a work email address. **Select OK to immediately update the Work Email address**, or cancel to update later.
- Delaying updating your Work Email address will prevent you from receiving important notifications and use of current/future functionalities in **MyBiz+**.

