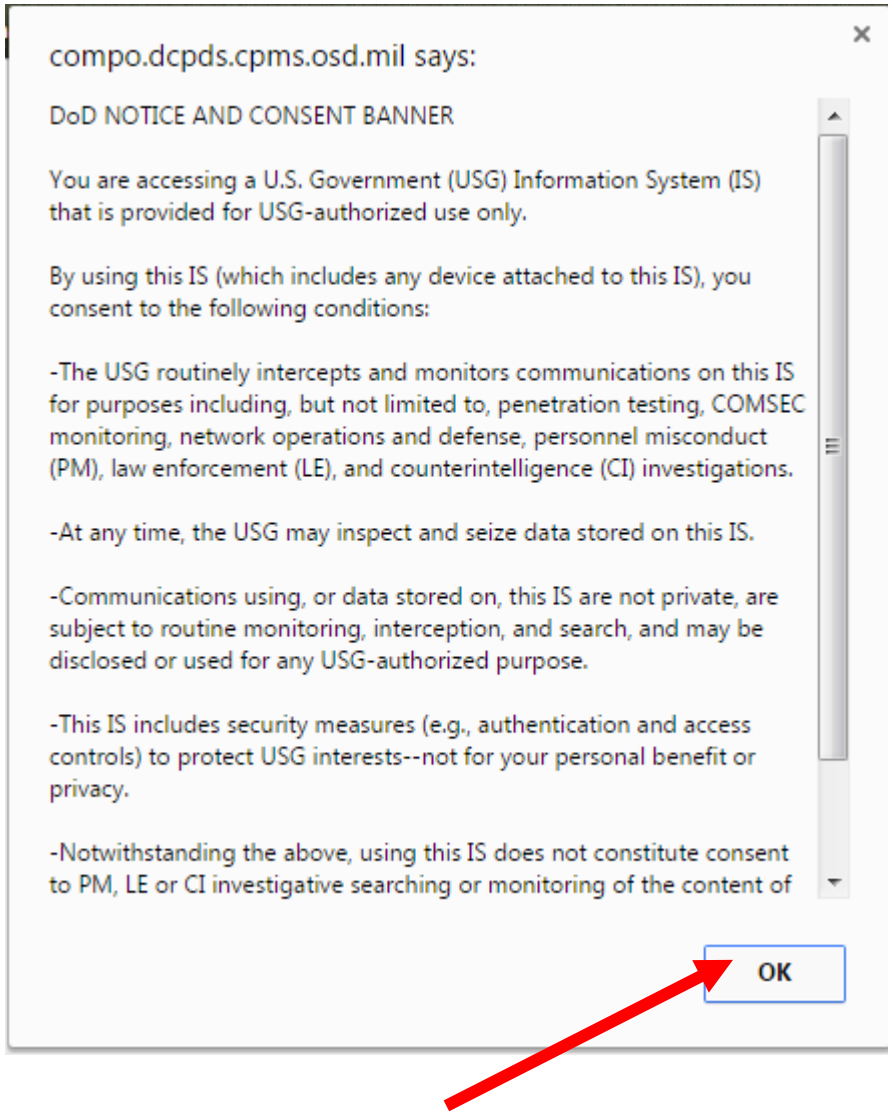
How to Access DCPDS

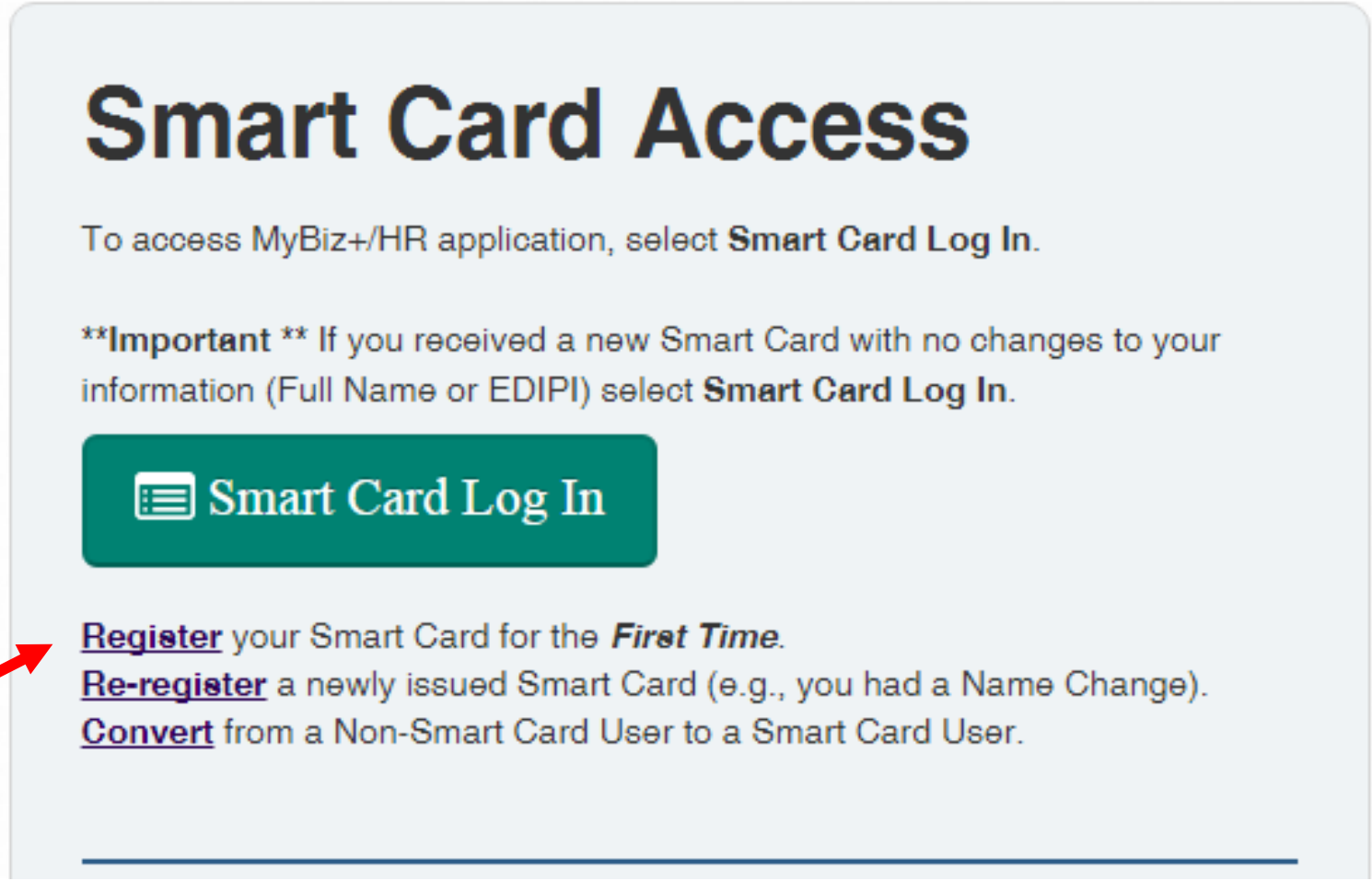
Step 1: Access Portal

Go to: https://compo.dcpds.cpms.osd.mil/

Step 2: Accept the DoD Notice Banner



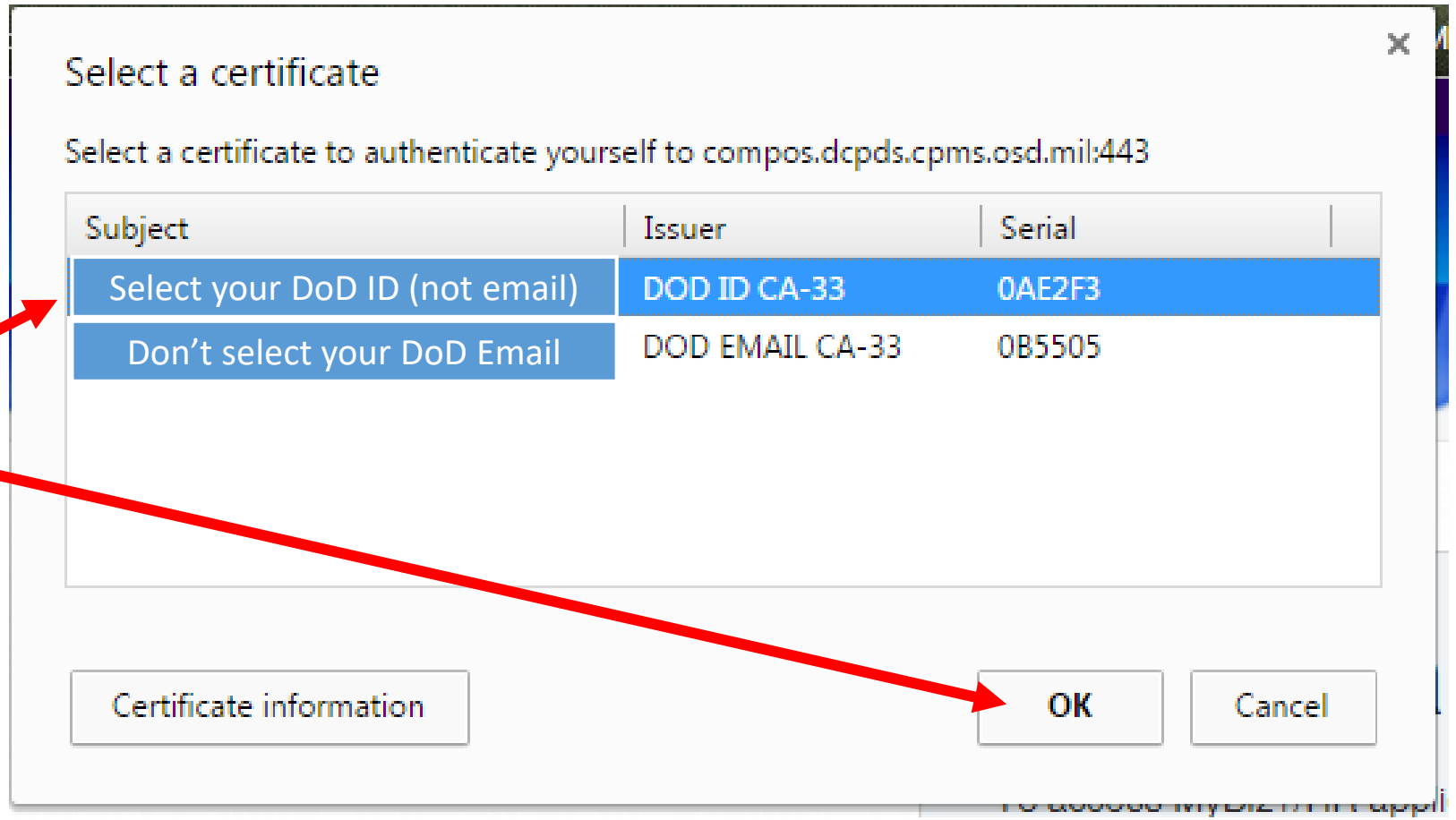
Step 3: Register Smart Card Access (CAC)



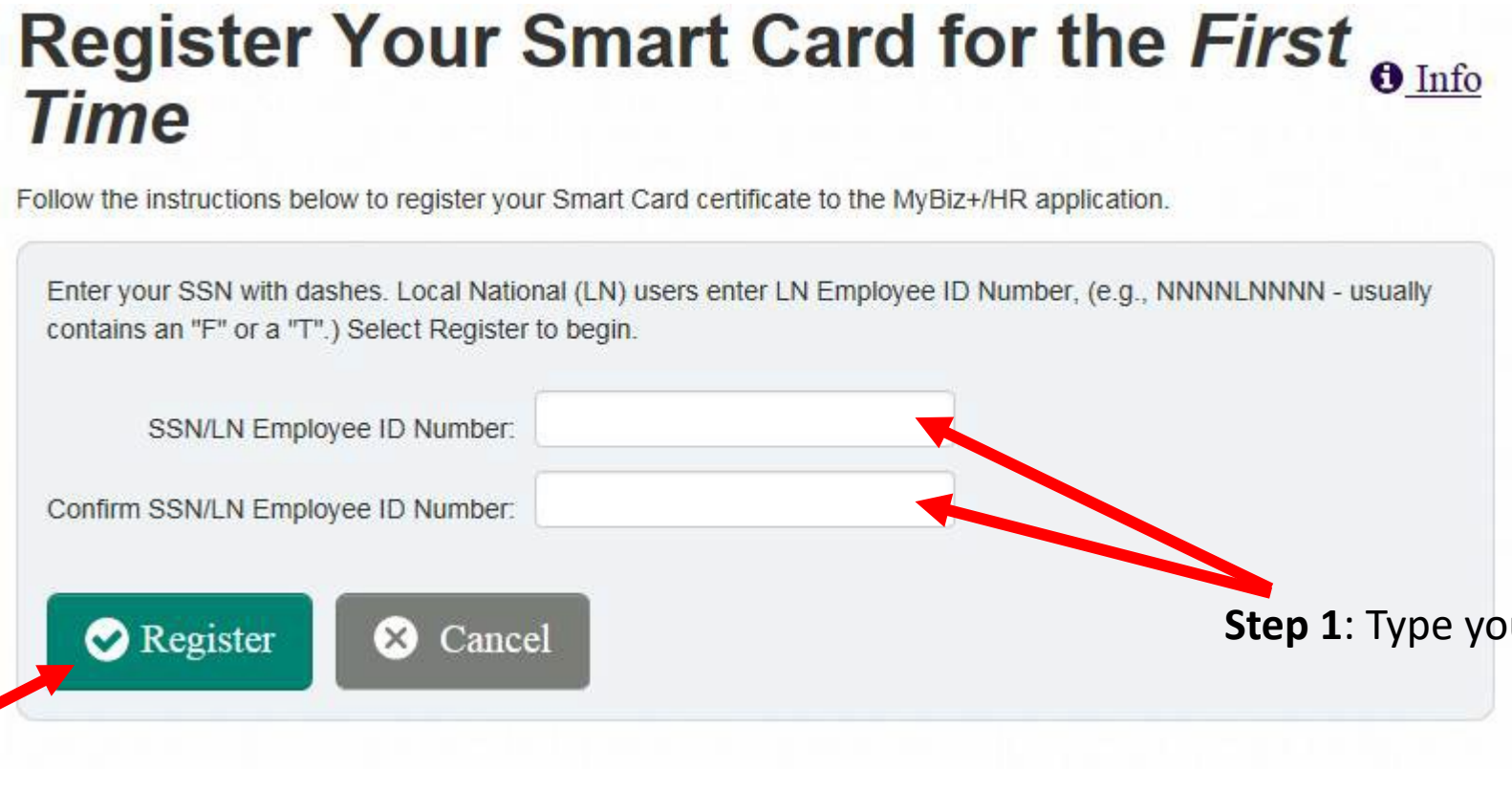
First time users click register.

Step 4: Select Certificate

Click on your DOD ID and then click OK.



Step 5: Register w/ SSN

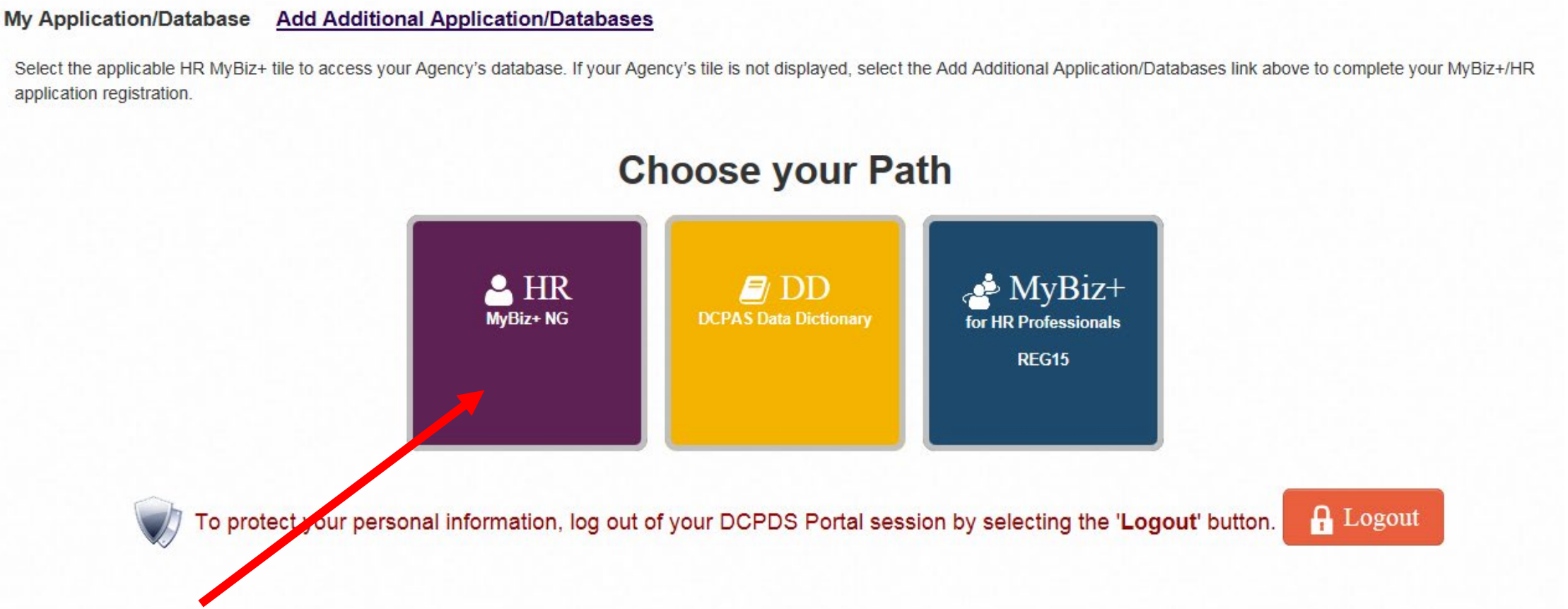


Step 1: Type your SSN with dashes.

Step 2: Click register.

Step 6: Choose Path

If you do not see this, continue to next slide.



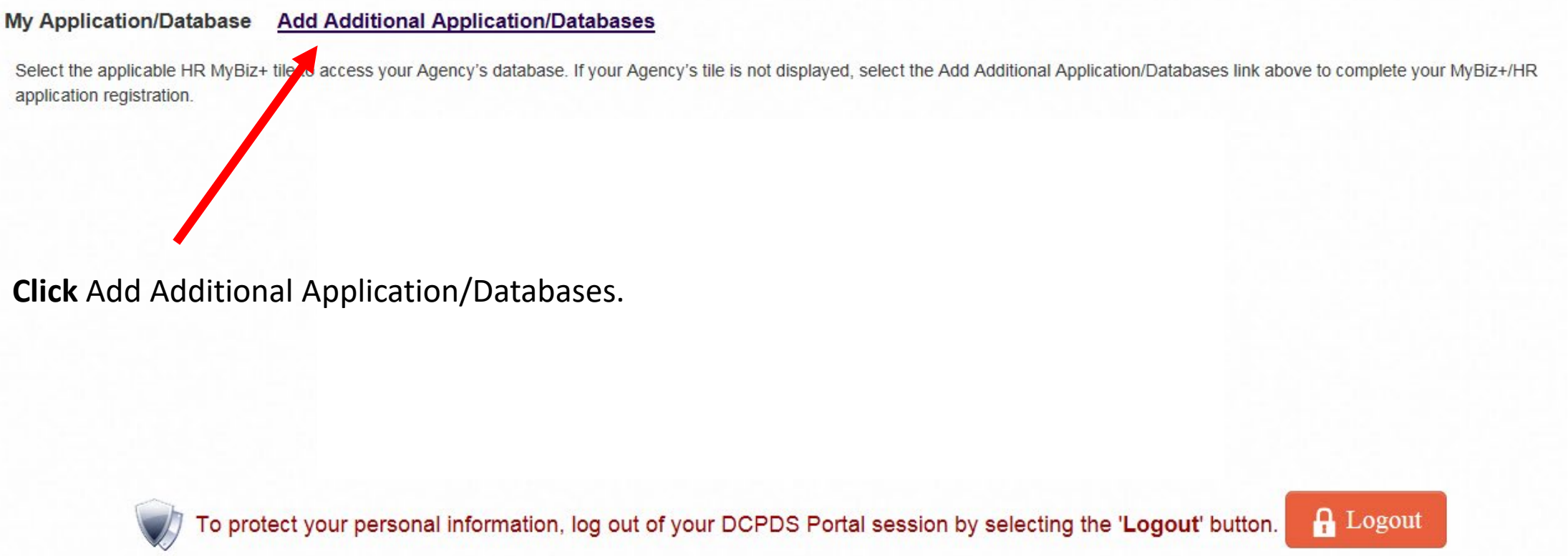
Registration complete. Click HR (MyBiz+NG)

Step 6: Account Already Registered

If you receive this error message:

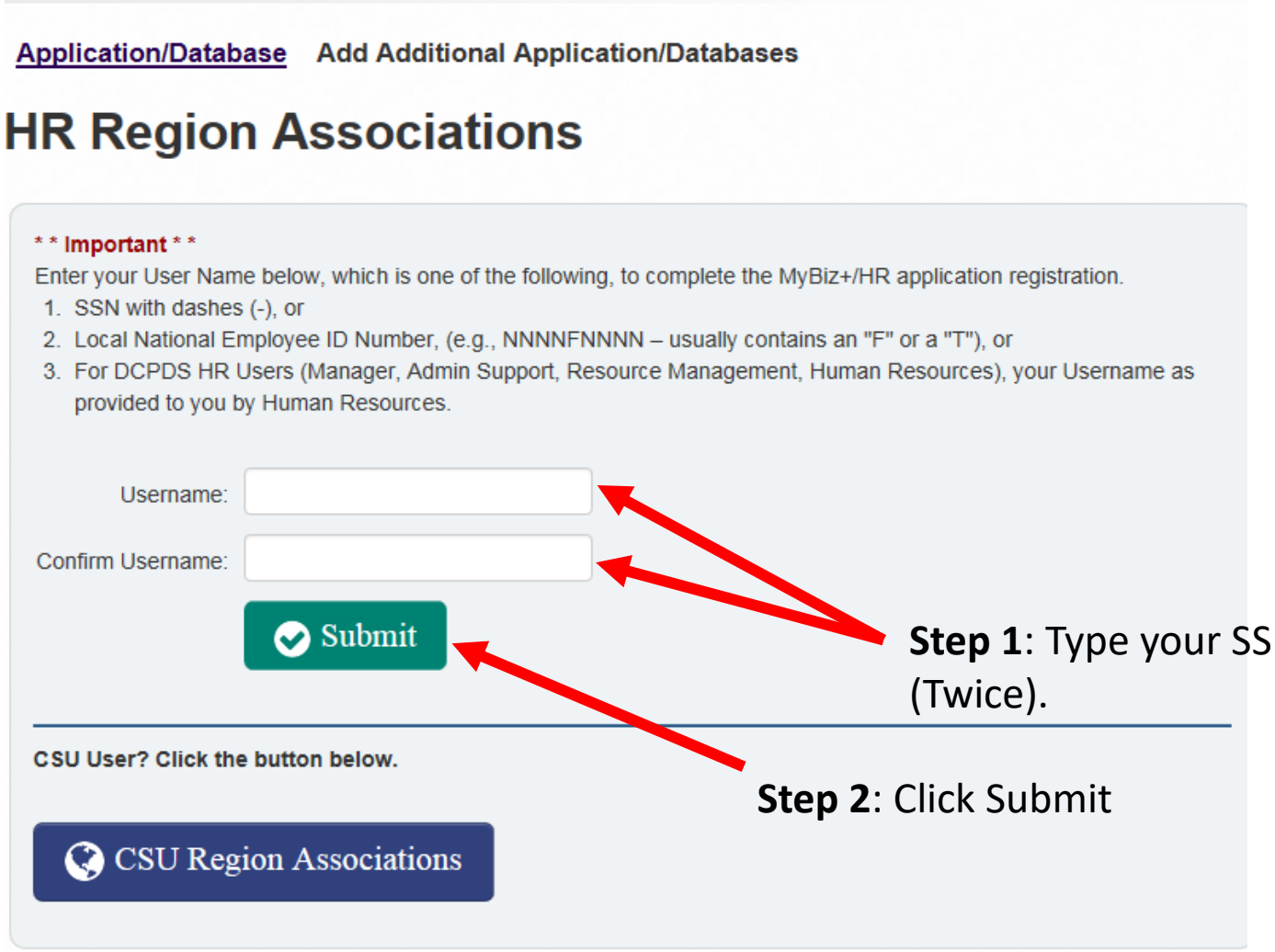
If your account has already been registered,
click Return to Main Login Page.

Step 7: Add Additional Application



Click Add Additional Application/Databases.

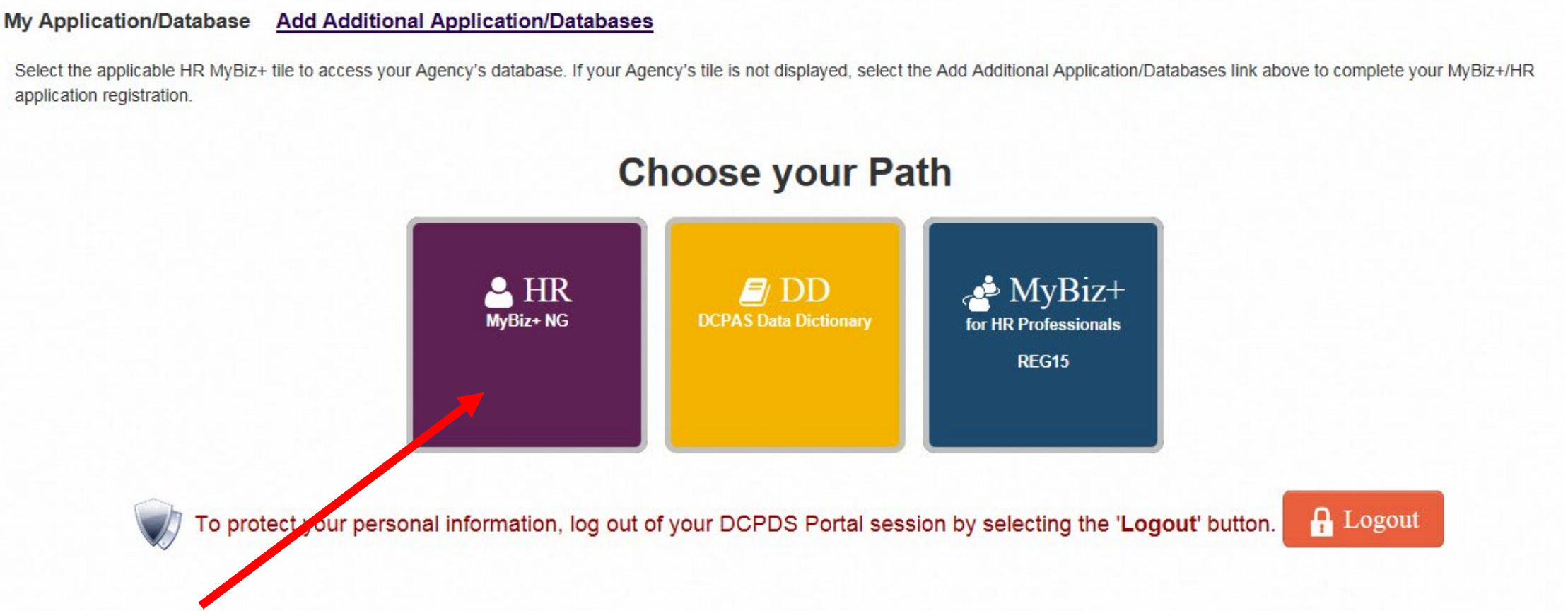
Step 8: Update HR Region



Step 1: Type your SSN with dashes (Twice).

Step 2: Click Submit

Step 9: Choose Path



Registration complete. Click HR (MyBiz+NG)