

How to Access DCPDS

[Login Help](#) | [Contact List](#) | [Frequently Asked Questions \(FAQ\)](#)



DCPDS PORTAL



Step 1: Access Portal

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

The screenshot displays the DCPDS PORTAL website interface. At the top, there is a navigation bar with links for "Login Help", "Contact List", and "Frequently Asked Questions (FAQ)". The main header features the "DCPDS PORTAL" logo, a globe icon, and the Department of Defense seal. Below the header, the "News and Information" section is visible, containing several news items with globe icons. To the right, there are two prominent login sections: "Smart Card Access" and "Non-Smart Card Access". The "Smart Card Access" section includes a green "Smart Card Log In" button and instructions for users with new cards, name changes, or conversions. The "Non-Smart Card Access" section includes a blue "Non-Smart Card Access Log In" button and instructions for first-time users and password resets. At the bottom, there is a "Component Help Desk Information" section with instructions on how to contact support and a link to the FAQ.

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

DCPDS PORTAL

News and Information

Last updated 2017, undefined
13:00 CDT

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 Air Force CSU Users: The Air Force CSU application and database will be decommissioned beginning on December 19, 2016. Data has been transitioned to the Current Record Data Mart in CMIS. Air Force CSU users will no longer have access to this application after December 18, 2016.

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

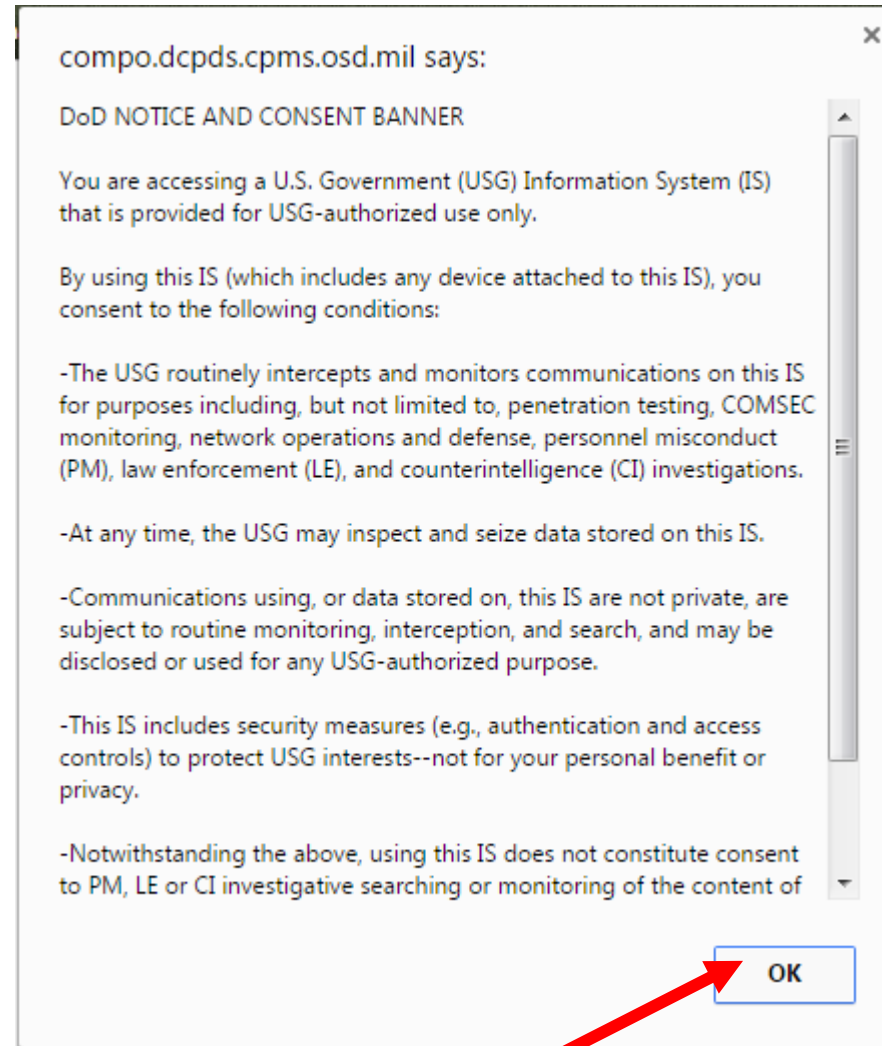
Component Help Desk Information

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 \(FAQ\)](#)!

For access problems, select [Contact List](#) for your Agency's Help Desk.

Step 2: Accept the DoD Notice Banner



Step 3: Register Smart Card Access (CAC)

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**.

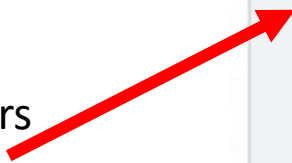
 Smart Card Log In

Register your Smart Card for the **First Time**.

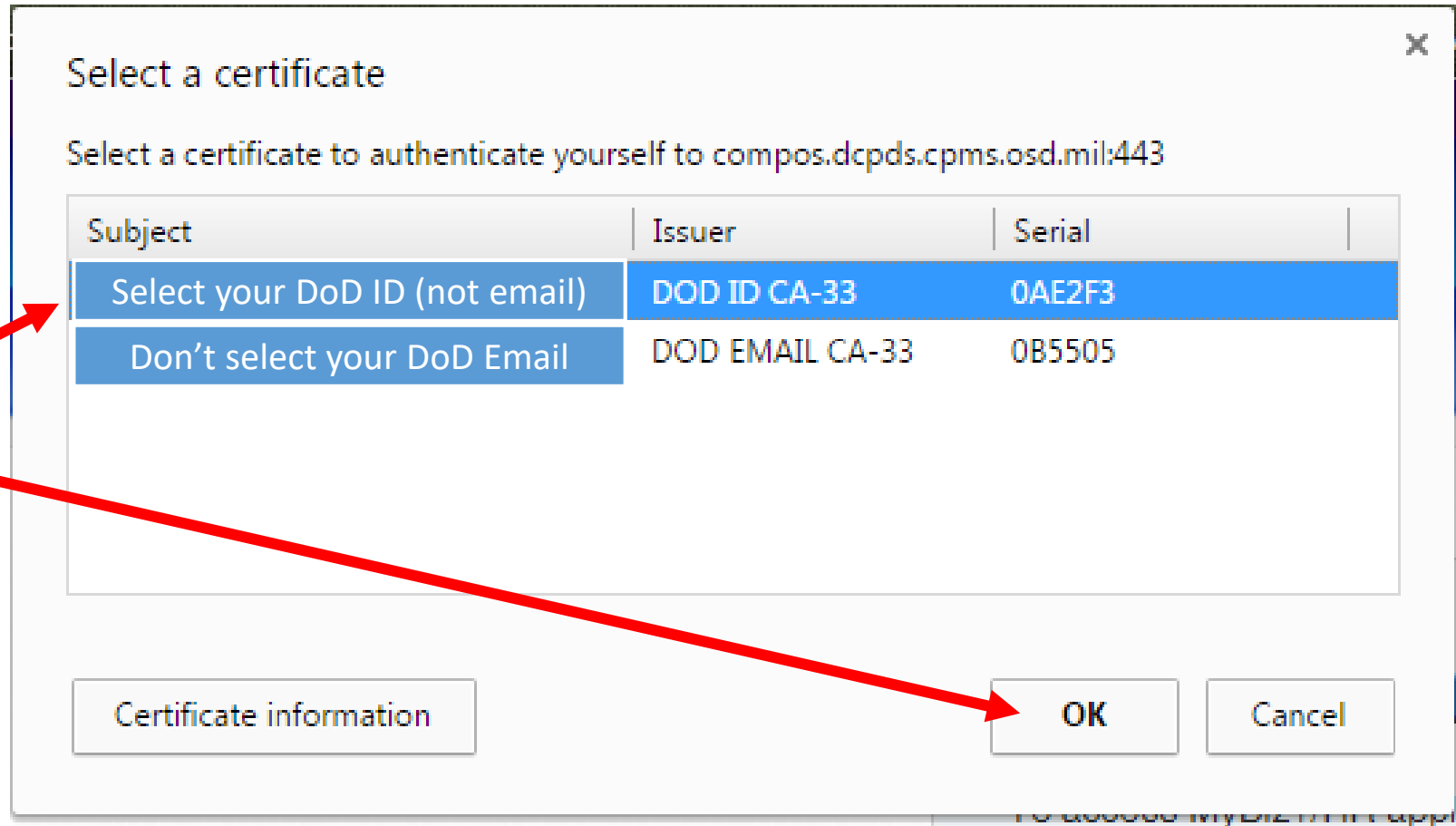
Re-register a newly issued Smart Card (e.g., you had a Name Change).

Convert from a Non-Smart Card User to a Smart Card User.

First time users
click register.



Step 4: Select Certificate



Click on your
DOD ID and
then click OK.

Step 5: Register w/ SSN

Register Your Smart Card for the *First Time* [Info](#)

Follow the instructions below to register your Smart Card certificate to the MyBiz+/HR application.

Enter your SSN with dashes. Local National (LN) users enter LN Employee ID Number, (e.g., NNNNLNNNN - usually contains an "F" or a "T".) Select Register to begin.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

 Register

 Cancel

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.

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

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

Choose your Path



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

 Logout

Registration complete. Click HR (MyBiz+NG)

Step 6: Account Already Registered

If you receive this error message:

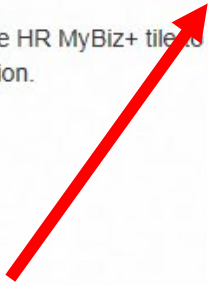


If your account has already been registered,
click Return to Main Login Page.

Step 7: Add Additional Application

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

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.



Click Add Additional Application/Databases.



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

 Logout

Step 8: Update HR Region

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

HR Region Associations

**** Important ****

Enter your User Name below, which is one of the following, to complete the MyBiz+/HR application registration.

1. SSN with dashes (-), or
2. Local National Employee ID Number, (e.g., NNNNFNNNN – usually contains an "F" or a "T"), or
3. For DCPDS HR Users (Manager, Admin Support, Resource Management, Human Resources), your Username as provided to you by Human Resources.

Username:

Confirm Username:

 Submit

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

CSU User? Click the button below.

Step 2: Click Submit

 CSU Region Associations

Step 9: Choose Path

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

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

Choose your Path



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

 Logout

Registration complete. Click HR (MyBiz+NG)