

Instructions to Log in:

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. Select the CAC Registration button in the CAC Access region.

3. Select your non-email certificate at the Choose a Digital Certificate screen.

4. Select the OK button.

Note: Always select the non-email certificate.

5. Enter your PIN (if requested) and select the OK button. The DCPDS CAC Registration screen displays with your CAC Username.

6. Enter the following in the CAC Registration region of the screen.

o Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)

o Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

7. Select the Register button. After selecting the Register button, the Validating Your HR/My Biz/My Workplace Database Information screen displays.

8. Enter your HR/My Biz/My Workplace Username. "This is your Social Security Number (SSN) again" (Use hyphens if applicable)

9. Confirm your HR/My Biz/My Workplace Username. "This is your Social Security Number (SSN) again" (Use hyphens if applicable) 10. Select the Submit button.

11. Select the continue button.

o • If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select MyBiz or My Workplace to continue

o • Click My Information Link and then click accept. (This is to view your personal information)

o • Click Update My Information and then click accept. (This is to update certain personnel information)