

DCPDS Portal Quick Guides

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CAC Registration

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Note: Only Component databases who have implemented the DCPDS Portal will be available for you to access.

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 CAC Registration button in the CAC Access region.
4. Select your non-email certificate at the *Choose a Digital Certificate* screen.
5. Select the **OK** button.

Note: Always select the non-email certificate.

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

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

9. Enter your HR/My Biz/My Workplace Username.

10. Confirm your HR/My Biz/My Workplace Username.

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

11. Select the **Submit** button.

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.
- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.

- a. Choose a Database using the drop-down list
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.
- If your username is not found on a database, an error message displays. Select the **Back** button, re-enter your information

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Adding Additional Databases

The DCPDS Portal allows you to add multiple Human Resources (HR)/My Biz/My Workplace databases to DCPDS Portal Account for which you are an authorized user. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

1. Log in to your DCPDS Portal account at <https://compo.dcpds.cpms.osd.mil>.
2. Select the **Add Additional Application/Databases** tab from the *Accessing Your Database* screen. The *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
3. Enter the following information.
 - a. HR/My Biz/My Workplace username.
 - b. Confirm HR/My Biz/My Workplace username.
4. Select the **Submit** button
 - If your username is validated on only one other database, you will automatically access the HR/My Biz/My Workplace application.

Note: Only Component databases who have implemented the DCPDS Portal will be available for you to access.
 - If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Select a database using the drop-down list.
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.
 - If your username is not found on a database, an error message displays. Using the Back button, re-enter your information (See Step 3a and b above).

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Adding Multiple Accounts to a Database

The DCPDS Portal allows you to add multiple Human Resources (HR)/My Biz/My Workplace user accounts within a single database. A valid HR/My Biz/My Workplace username is required and must match the user's first and last name in their Human Resources database. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

1. Log in to your DCPDS Portal account at <https://compo.dcpds.cpms.osd.mil>.
2. Select an existing database link from the *Accessing Your Database* screen.
3. Select the **Preferences** link from the upper right hand corner of the *HR/My Biz/My Workplace Navigation* screen.
4. Select **Account Settings** from the *General Preferences* screen.

The *Single Sign-On (CAC/Non-CAC) Account Settings* screen allows you to **Add an Account**, **Set an Account as Default**, and **Set an Account as Current**.

Select **Add Account** from the *Single Sign-On (CAC/Non-CAC) Account Settings* screen to add a new HR/My Biz/My Workplace user account.

1. Enter your account Username.
2. Confirm your account Username.
3. Select the **Apply** button.
4. After selecting **Apply** button, the Username is displayed for your use.

Note: An error page may display since only Component databases who have implemented the DCPDS Portal will be available for you to access.

- a. Select **Set as Default** from the *Single Sign-On (CAC/Non-CAC) Account Settings* screen to choose a user account as your default.
 1. Select the **radio button** next to the username of the account you want set to as the default account.
 2. Select the **Set as Default** button.
 3. Then select the **Apply** button.
 4. By selecting the **apply** button, you will automatically Login as this user, at next login.
- b. Select **Set as Current** from the *Single Sign-On Account Settings* screen to select an account other than the current one.
 1. Select the **radio button** next to the username of the account you want to immediately access.

2. Select the **Set as Current** button.
3. By selecting the **Set as Current** button, you will automatically be switched to this user.

Note: Selection of **Set as Current** is a temporary change of accounts. The next time you Login to your account will open to your Current Account = Yes (default). At next Login, your default user will still apply.

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CAC User Name Change Process

The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.
3. Select the CAC Registration button in the CAC Access region. The *DCPDS CAC Registration* screen displays.
4. Select the **Re-Register** button in the *CAC Username Change* region. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.
5. Select the **Submit** button.

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page, CAC Access Region* and select **Login**.

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Authorized Non-CAC User Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Non-Common Access Card (CAC) user. Those registering as Non-CAC users must be Non-CAC authorized by their Component to access their HR/My Biz/My Workplace applications.

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Note: Users with access to multiple databases will be able to link to those databases during the registration process. If the *Choose a digital* screen displays always select the cancel button.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
3. Select the **Non-CAC Registration** button under the *Authorized Non-CAC Login* region of the DCPDS Portal Page.

Note: The Portal Username and Portal Password data fields are for those users who have already registered as an authorized Non-CAC user.

4. Enter the requested data as required at the *Creating a DCPDS Portal Account for Agency Approved Non-CAC Users* screen.
5. Select the **Submit** button, the *DCPDS Portal* screen displays.
6. Go to the *Authorized Non-CAC Login* region to 'login' and complete the registration process.
 - a. Enter your newly created DCPDS Portal Username and Portal Password.
 - b. Select the **Login** button, the *Accessing Your Database* screen displays.
7. Select the **Add Additional Application/Databases** tab. The *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
 - a. Enter your HR/My Biz/My Workplace Username which is not the Portal Username you just created.
 - b. Confirm your HR/My Biz/My Workplace Username.

Note: Include dashes and special characters as they appear in your Username.
8. Select the **Submit** button.

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application.
- If your username is validated on multiple databases, the *Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application* screen displays. Using the drop-down list, select a database and select the **Link** button. After selecting this database, you will automatically access the HR/My Biz/My Workplace application.
- If your username is not found on a database, an error message displays. Using the **Back** button, re-enter your information (See Step 6 above).

Note: Only Component databases who have implemented the DCPDS Portal will be available for you to access.

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Changing from Non-CAC to CAC User

Once the Non-CAC to CAC Registration is complete, HR/My Biz/My Workplace users will use their CAC to access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

1. Begin at the DCPDS Portal Page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
3. Select the **CAC Registration** button in the CAC Access Region.
4. Always select the **non-email** certificate at the *Choose a Digital Certificate* screen and select the **OK** button.
5. Enter your PIN and select the **OK** button. The *DCPDS CAC Registration* screen displays.
6. Scroll down to the *Non-CAC Users Registering as CAC User* region and enter your **Non-CAC Portal Username and Portal Password**.
7. Select the **Change to CAC Registration** button, the *Accessing Your Database* screen displays.

Note: Since you are now registered as a CAC user, you will not be able to access the DCPDS Portal as a Non-CAC user.

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Authorized Non-CAC Users Reset Password

As an authorized Non-CAC user, you can utilize the password reset process to reset your DCPDS Portal password. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
3. Select the **Reset Password** button. The *Reset Your DCPDS Non-CAC Portal Password* screen displays.
4. Complete the data fields as described when resetting your Non-CAC portal password.
5. Select the **Submit** button. A Password Reset Success message '*DCPDS Portal Password Has Been Successfully Reset*' will display once information is validated.
6. Select the **Return to DCPDS Portal Page** button to return to the *DCPDS Portal Login* screen to log in with your newly reset DCPDS Portal password.