# Guide List

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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.

   **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
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).

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).
DCPDS Portal Quick Guide

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).

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.
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).

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.
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.


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.
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).


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.
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).

2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.
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.