MY BIZ

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DCPDS
Defense Civilian Personnel Data System
Effective 16 January 2008,
the My Biz and My Workplace application
Migrated to:

Defense Civilian Personnel Data System
(DCPDS)Portal at site:
https://compo.dcpds.cpms.osd.mil
Note: you will only be able to access My Biz / My Workplace from a .mil computer
Begin at the *DCPDS Portal* page:


**Note:** Ensure that your Common Access Card (CAC) is inserted into your CAC reader.
Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.

**Screen 1: DoD Notice and Consent Banner**
Select the CAC Registration button in the CAC Access region
Select your non-email certificate at the Choose a Digital Certificate screen.

Select the OK button

**Note**: Always select the non-email certificate.
Enter your PIN and select the **OK** button
IMPORTANT!!!!

EMPLOYEE ID/USER ID WILL ALWAYS BE YOUR SSN WITH **HYPHENS**

EXAMPLE:  555-55-5555
CAC Registration

Social Security Number (SSN)/Local National (LN) Employee ID. **(Use dashes)**

Confirm your SSN/Local National (LN) Employee ID. **(Use dashes)**

After selecting the **Register** button, the **Validating Your HR/My Biz/My Workplace Database Information** screen displays.
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.
The Self Service Employee “My Biz” provides employees the ability to log into DCPDS and update limited employee information.
If you are not familiar with My Biz and My Workplace use the following link to learn more

Updating your information

- Work Information
- Handicap code
- US Fed Language
- US Fed Ethnicity and Race Category
- Emergency Contact Information
Work Information tab contains employee’s work email address, phone numbers and physical work address.
Work Email Address

Note: The email address must be your work email.

To Add/Update work email, type the new email address and then click the button. Email address is currently being used for the NSPS Performance Appraisal notification.

In the future, email address will be used to communicate personnel information directly to all employees.
Physical Work Address

To add Physical Work Address, click the button.

Self Service only allows employees to ‘add’ one Physical Work address update within a 24 hour period.
Success Story

Recently, we had a retroactive pay adjustment processed for one of our units. One individual had his action processed twice, making him receiving more money than he should. The error was not caught by the HRO right away, but the employee’s supervisor, using the Self Service Application of My Workplace found it the next day when he was reviewing his employee’s personnel action. This error was fixed in a timely manner thus relieving the employee from any debt he may of incurred due to the overpayment.

This is just one of many successes that could be achieved if all Supervisors and Technicians used the Self Service Applications.