

DCPDS Portal Quick Guide

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 (Olivia Yee @ 542-1244; or email Olivia.yee@us.army.mil or Olivia.yee@hihick.ang.af.mil).

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 SSN with hyphens*

- b. Confirm your SSN/Local National (LN) Employee ID.

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. *Username is your SSN with hyphens*

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

11. Select the **Submit** button.

- a. If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Click on **NGB Region**. At next screen, select **Go To Main Page** button to continue. Then in Navigator window, select **My Biz**.

- b. If your username is not found in the database, an error message displays. Select the **Back** button, re-enter your information.