

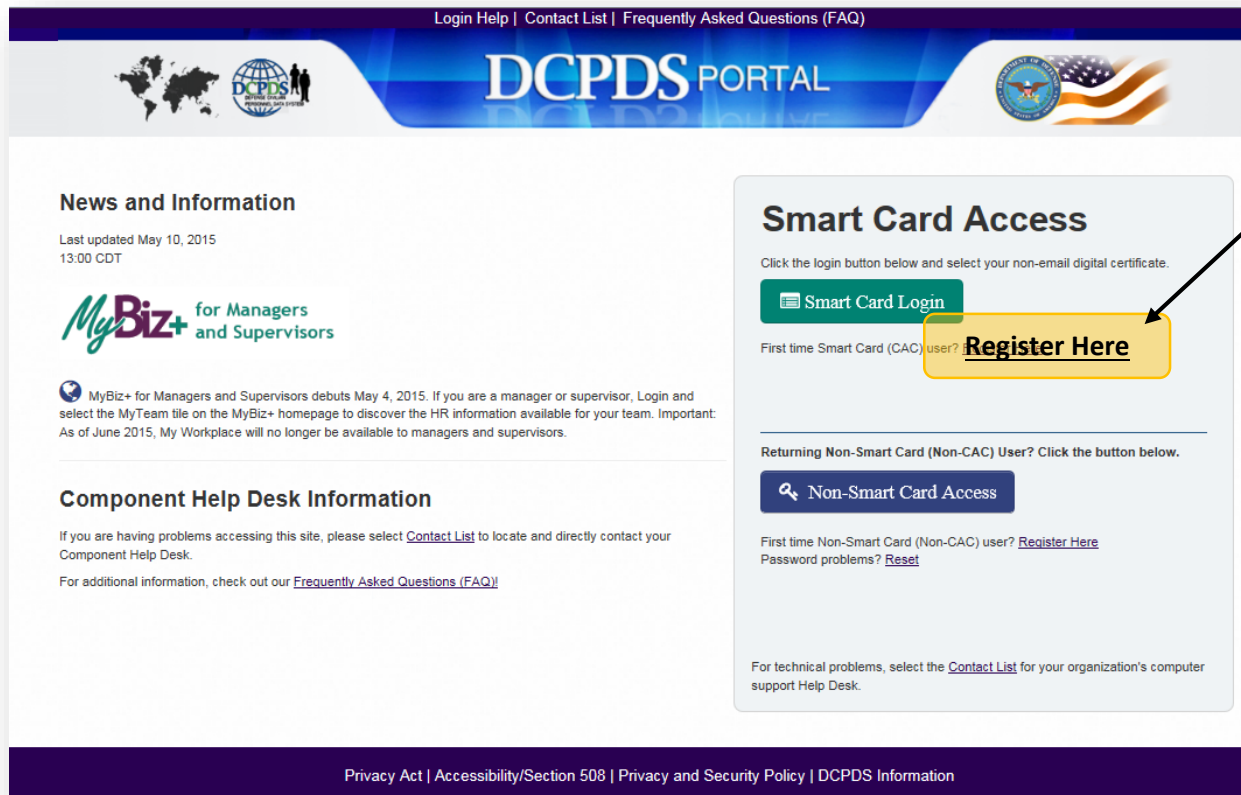
New User, Register and Login

MyBiz+ / MyWorkplace / MyTeam / PAA

Last updated 08-Jul-2015

Part 1: Register for DCPDS Portal

1. Go to <https://compo.dcpds.cpms.osd.mil/>
2. Under **Smart Card Access** area, select **Register**



The screenshot shows the DCPDS Portal homepage. At the top, there is a navigation bar with links for "Login Help", "Contact List", and "Frequently Asked Questions (FAQ)". The main header features the "DCPDS PORTAL" logo and the Department of Defense seal. The page is divided into several sections:

- News and Information:** Last updated May 10, 2015 13:00 CDT. It features the "MyBiz+ for Managers and Supervisors" logo and a notice that MyBiz+ debuts on May 4, 2015, and My Workplace will be discontinued as of June 2015.
- Component Help Desk Information:** Provides instructions on how to contact the help desk for access issues and where to find frequently asked questions.
- Smart Card Access:** This section is highlighted with a yellow box and an arrow. It contains a "Smart Card Login" button and a "Register Here" button for first-time Smart Card (CAC) users. Below this, there is a "Non-Smart Card Access" button for returning users, and links for "Register Here" and "Reset" for first-time non-smart card users and password problems, respectively.

At the bottom of the page, there is a footer with links for "Privacy Act", "Accessibility/Section 508", "Privacy and Security Policy", and "DCPDS Information".

3. In **DCPDS Smart Card Registration** area, enter **SSN with dashes** two times and select, **Register**.

DCPDS Smart Card Registration [Info](#)

To register or update your Smart Card Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement and follow the instructions below.

Enter your SSN/LN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

**** Important **** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

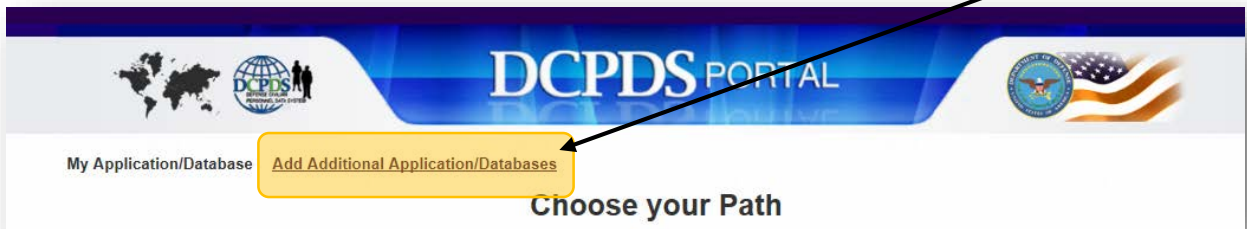
Confirm SSN/LN Employee ID Number:

The screenshot shows a registration form with a title 'DCPDS Smart Card Registration' and an 'Info' link. Below the title is a paragraph of instructions. There are two text input fields for 'SSN/LN Employee ID Number' and 'Confirm SSN/LN Employee ID Number'. At the bottom are two buttons: 'Register' (green with a checkmark) and 'Cancel' (grey with an 'x'). Three black arrows point to the 'Register' button, the first input field, and the second input field.

4. Move on to Part 2: Register for My Biz/My Workplace

Part 2: Register for DCPDS Portal

1. After registering for DCPDS Portal access, you should now be able to log on to the screen shown below.
2. Select **Add Additional Application/Databases** tab at top left



3. In **Regions Application** area, enter SSN with dashes two times and select, **Submit**

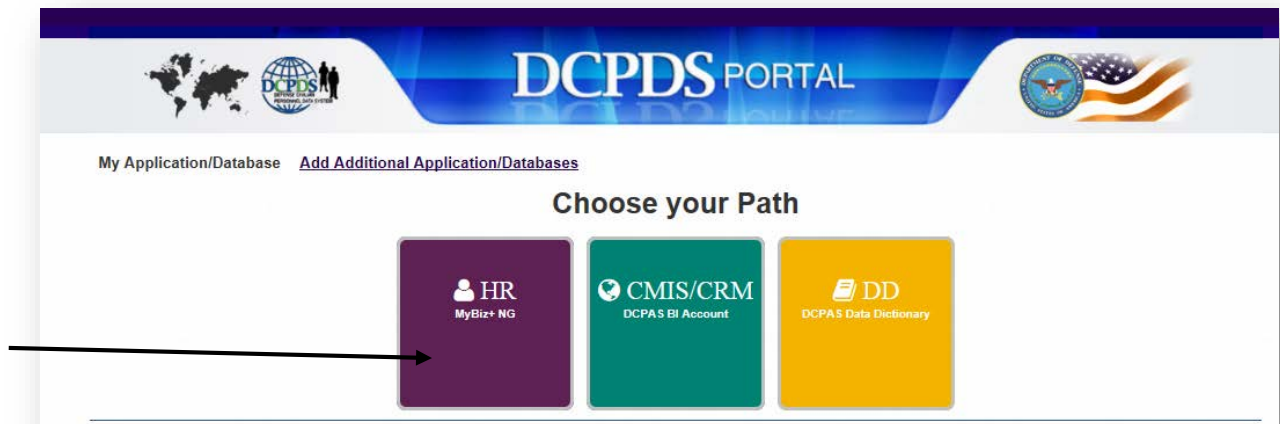
The screenshot shows the 'HR Region Associations' registration form. At the top, there are two tabs: 'Application/Database' and 'Add Additional Application/Databases'. The form contains the following elements:

- HR Region Associations** (Section Header)
- ** Important **** You must complete and submit this information to finalize the Registration process. Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.
- Use your **HR/MyBiz/MyWorkplace** log in screen "User Name". Use hyphens in the Username Field if applicable.
- Username:
- Confirm Username:
-

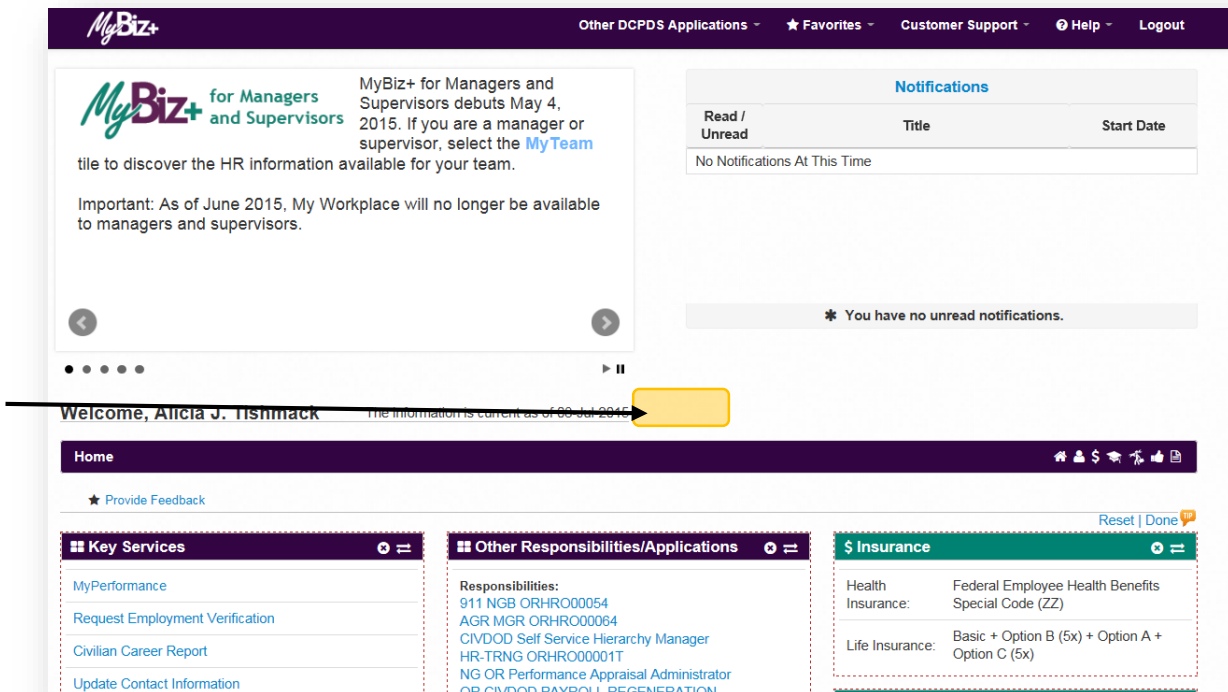
Arrows point to the 'Add Additional Application/Databases' tab, the 'Username' field, the 'Confirm Username' field, and the 'Submit' button.

Part 3: Access MyBiz+

1. After registering for DCPDS Portal access, under **Choose your Path**, select, **MyBiz+ NG**



2. At the **Privacy Act Statement**, **Accept**.
3. **Welcome to MyBiz+**



Part 4: Access MyTeam (for supervisors)

1. At the **MyBiz+ main page**, select the **MyTeam tile** at the bottom to view information on subordinate employees.



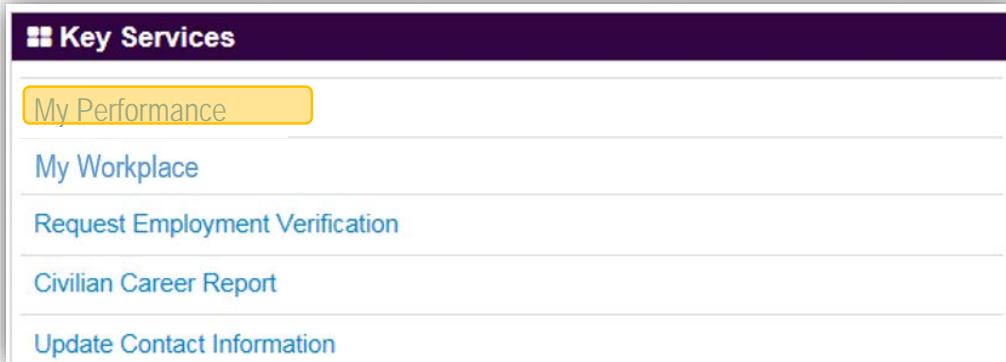
MyBiz+ for Managers and Supervisors debuts May 4, 2015. If you are a manager or supervisor, select the **MyTeam**

tile to discover the HR information available for your team.

Important: As of June 2015, My Workplace will no longer be available to managers and supervisors.

Part 5: Access the Performance Appraisal Application (PAA) (for all)

1. On the **MyBiz+** main page, under **Key Services**, you have two separate PAA options.
 - a. Access your own record, select **My Performance**



- b. Access your employee records, select **My Workplace**, then choose **Performance Appraisal Application (PAA)** from the menu.

