

# How To Logon to MyBiz

A Visual Step-by-Step Guide



The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

### Employment Opportunities Around the World

**Top Army Initiatives:**

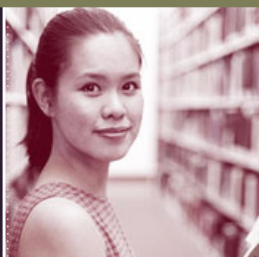
- Army Civilian Corps Established: [Memo](#) | [Creed](#)
- [2006 Year in Review](#)
- [Army National Security Personnel System](#)
- [\\$2,000 Bonus Expanded to Army Civilians](#)
- [Natural Disasters Smartbook](#)
- [Current BRAC Information](#)
- [No Fear Act Notice](#)



#### Employment

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.

★ **Department of the Army ranked one of the top ten Federal workplaces for 2007!** [Click to read more](#)



#### References & Tools

We offer various reference information and tools to assist with questions concerning Civilian Human Resources.



#### Employee Portal

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

- [Employee Login](#) (with an AKO account)
- [CAC Employee Login](#) (Using Common Access Card - CAC)
- [Click Here](#) if you need an AKO account.

**System Announcements:**

**Next Maintenance Event: July 20-22**  
[\(Click for downtime information\)](#)



HOME EMPLOYEE

CPOL > HOME

Library Help Contact Edit Account Info

**Welcome**



Welcome, **CPOL Portal!** You have successfully logged in.

The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

**Portal Announcement**

The latest CPOL Portal & Server Announcements

**Updated 06/28/07**

**- Release Notes:**

**As of 28 June, 2007:**  
at 7:00am Eastern DST the Portal was updated with the following: Patches were not scheduled for release to production this week.

**- Archived Release Notes**


**- Application Downtime: Thurs July 5, 2007**  
On Thursday mornings, the Portal will be taken out of service from 600-700am Eastern DST for the regularly scheduled maintenance. We apologize for any inconvenience this may cause.

**- Weekly Maintenance** for applications is done every Thursday from 6:00 AM - 7:00 AM EST. Check here each week for details regarding the maintenance.

**- Weekend Maintenance:** Upcoming dates are shown in the list below. Detailed information regarding these dates will be posted the Tuesday prior to the maintenance weekend.

- July 20-22
- Aug 17-19


**Library**



Welcome to the CPOL Library, your resource for knowledge and information.


- ➔ Portal Library Homepage
- ➔ Benefits
- ➔ Career Management
- ➔ Civilian Plans & Strategies
- ➔ DCPDS JINITIATOR and GHOSTVIEW software
- ➔ Emergency HR Guidance
- ➔ General Information
- ➔ Labor Relations
- ➔ Management - Employee Relations
- ➔ Mobilization
- ➔ Modernization
- ➔ Non-Army Guidance (DoD, OPM)
- ➔ Position Classification
- ➔ SES - Senior Executive Service
- ➔ NAF - Nonappropriated Fund
- ➔ Training & Leadership Development
- ➔ Recruitment & Staffing
- ➔ PERMISS

**Links**



Welcome to the CPOL Links.

- ➔ What's New?
- ➔ Civilian News
- ➔ AKO
- ➔ Deputy Chief of Staff, G-1 & Entitlements
- ➔ Career Management
- ➔ US Army Homepage
- ➔ Account Request Information



**RSS Read** Go!

**Military and Government Computer News Feed**

GCN Top News go



HOME EMPLOYEE

CPOL > Employee Info

- Library
- Help
- Contact
- Edit Account Info

### My SF50

Go!

**This allows you to view your SF50 Information.**

Your view is:

- SF 50's dating from the present back to the late 1990's.
- Only SF 50's from Army employment appears.

### Employee Data

Go!

**This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).**

You can:

- Access your personnel information immediately over a secure line.
- Access it 24 hours a day/7 days a week from any workstation.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

### My Links

Go!

**Manage Your Links**

Label

Link URL  (include http(s))

Delete Link Add Link

### Automation

Open in New Window

#### Links

- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- CSR and Timekeeper Guide to Avoid and Report Pay Problems
- Decision Logic Table to Report Pay Problems
- Defense Travel System(DTS)
- DFAS/My Pay
- Emergency Contact
- Employee Guide to Avoid Pay Problems
- Employment Verification Service (TALX)
- Resume Builder & ANSWER
- Thrift Savings Plan (TSP)
- Vacancy Announcement Board



HOME EMPLOYEE

CPOL > Employee Info

Library Help Contact Edit Account Info

Employee Data

- View Information
- My Biz & My Workplace
  - My Biz & My Workplace Helpdesk
  - Request Password Reset
  - Request Correction to your Personnel Record
  - My Biz & My Workplace field descriptions
  - My Biz & My Workplace User Guidance
  - Getting Started with the PAA Tool
  - View status of your Helpdesk tickets
  - Frequently Asked Questions (FAQs)



View Your Personnel Record

To view your Personnel record click the My Biz & My Workplace link. Logon using your assigned My Biz & My Workplace userids.

Submit a Helpdesk ticket, if you need to have information in your Personnel record updated changed or corrected or have your My Biz & My Workplace password reset. For instructions on how to do this, click here.

The information contains Personal Information protected by the Privacy Act (5 USC 222A). Safeguard in accordance with paragraph 5.8, AR 340-21(to be protected in the same manner as For Official Use Only)

Marketing Material:



# MyBiz Login Username

- **If you already have a DCPDS user ID and password**
  - Log in using that information (e.g. gary.alexander-mgr)
  - You will have the following new or additional responsibility
    - My Biz
- **If you have never had a DCPDS user ID**
  - Log in using your Social Security Number (e.g. 123-45-6789) for your user ID. Be sure to include the dashes.
  - See the next slide for password information
  - You will only have the following option in the Navigator
    - My Biz

# Initial Default Password

- 1st character – first letter of first name (UPPER CASE)
- 2nd character – second letter of first name (UPPER CASE)
- 3rd character – \$
- 4th character – first letter of last name (lower case)
- 5th character – second letter of last name (lower case)
- 6th character – \$
- 7th character – fourth digit of social security number
- 8th character – \$
- 9th character – fifth digit of social security number
- 10th character – \$
  
- Example
  - Employee name: Jane Doe
  - SSN: 123-45-6789
  - Reset password: JA\$do\$4\$5\$

# New Password Requirements

- **At first logon, all users are required to create a password that complies with these requirements in order to fully access their Self Service account:**
  - Password must be a minimum of (10) characters long.
  - Password must begin with an alphabetic character.
  - Password must contain a mixture of:
    - At least two (2) UPPER case letters
    - At least two (2) lower case letters
    - At least two (2) numbers
    - At least two (2) special characters
  - Password must not contain any consecutively repeating characters.
  - NOTE: Passwords expire every **60 days**.



Login



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

\*\*\*WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\*

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

- Purposes:
- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
  - To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
  - To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**\*\* Important \*\*** Usernames are *masked* as an additional security measure for your personal protection.

Username

Tip: Use hyphens in the Username field if applicable.

Password

[Forgot your password?](#)

[Announcing Security Information and New Password Changes](#)

DCPDS User ID **or** SSN with dashes

Initial Default Password

Change Password

Change Password

\*Indicates Required Field

\*Current Password

\*New Password

\*Re-enter New Password

TIP Passwords must: contain a minimum of nine characters; contain at least one uppercase letter, two numbers, and two special characters and be changed every 60 days. Example of Valid Password: EMpg23!\$a

1. Initial Default Password

2. New Password (meeting all the new requirements)

**NOTE:** Your user profile indicates that you have not selected a 'Security Question' and 'Answer' for your user account. In order for you to reset your password via the 'Forgot Your Password' link at a later date, these security items must be stored in your user profile. Once information is entered, select the 'Apply' button to proceed into the application.

\*Security Question

\*Answer

Work Email Address (optional)

TIP Although Work Email Address is optional, in order to take full advantage of email notifications, you are strongly encouraged to provide your work email address.

3. Select a Security Question from the drop down menu

5. Provide your work email address here

4. Provide your answer to the question you have chosen. (Note: Answers are Case-Sensitive!)

Cancel

6. Don't forget to click the 'Apply' button

# How To Logon to MyBiz

Summary of Steps

# How To Logon to MyBiz – First Time Users

Use these instructions for logging into MyBiz or MyWorkplace for the first time.

1. Access the **Civilian Personnel On-Line (CPOL)** web site <http://www.cpol.army.mil>
2. Click on the **Employee Login** link.
3. **Enter your Army Knowledge On-Line (AKO) user-id and password.**  
NOTE: if you have problems with your AKO password, please contact the AKO helpdesk directly. Click on the AKO Helpdesk link from the AKO entry page ([www.us.army.mil](http://www.us.army.mil)).
4. From the CPOL Portal page, click on the **Employee tab**.
5. Click on the **GO!** button to the right of "Employee Data" heading.
6. Click on the **MyBiz & MyWorkplace** link.
7. When you get to the **DoD ORACLE Applications** login window
  - **Enter your social security number, with dashes**, for your "Username" (e.g., 123-45-6789).
  - **Enter the initial password** as described previously.
  - Click on the **Login** button.

# How To Logon to MyBiz – First Time Users

Use these instructions for logging into MyBiz or MyWorkplace for the first time.

8. You will see a "Change Password" window.
  - **Enter the initial password** identified previously for the "Current Password"
  - **Enter a new password** that matches all of the password requirements listed previously into the fields "New Password" and "Re-enter New Password".
  - **Select a Security question** from the pull-down menu.
  - **Enter the answer to the selected security question** in the field provided. NOTE: your security question answer is case sensitive, meaning "blue" is different from "Blue"; you will need to remember how you answer your security question. This is the only time you will have the ability to answer your security question.
  - **Enter your work e-mail address** (e.g., john.d.doe@usace.army.mil or john.d.doe@usarec.army.mil).
  - Click on the **Apply** button.
  
9. When the system accepts your new password you will see the DoD Navigation window.

Use this link to view the MyBiz user guide for assistance with using MyBiz:

<http://www.spd.usace.army.mil/cpac/documents/MyBizUserGuide.pdf>