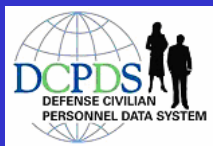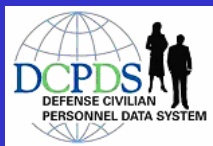# My Biz

"It's *My* Information"

What is My Biz?

- An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you, the employee, to:

  – Access and view your personnel information

  – Maintain your own information, including personal profiles

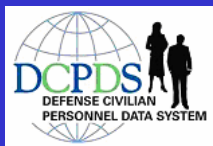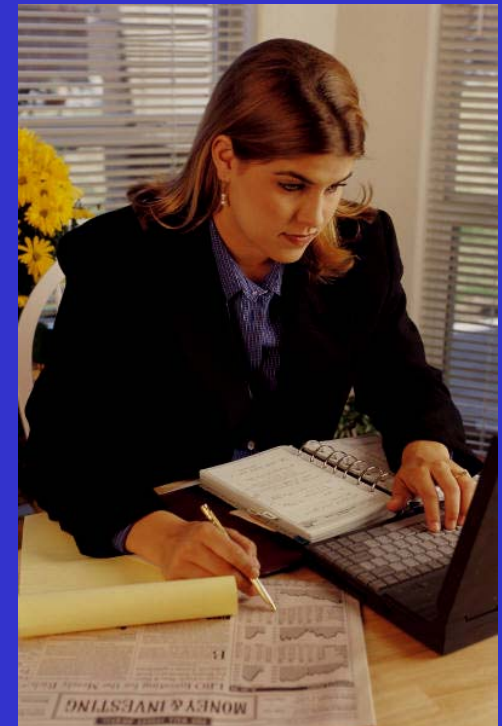 – Provide input on performance plans (future enhancement)

What Information is Available in My Biz?

- Initially, you can view data related to your civilian employment, such as:
    - Position information (current/historical)
    - Salary information
    - Appraisal and Awards information
    - Benefits
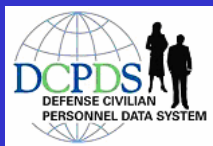   - Appointment information

3

What Can My Biz Do for Me?

- You can update information such as:
  - Race & National Origin designation
  - Phone numbers
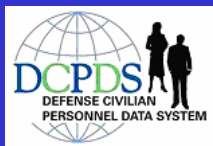 - Handicap code
  - Email address

When Can I Use My Biz?

- You will be notified by your Human Resources Office when My Biz is available for You

- Full implementation across DoD is scheduled to occur by summer 2006
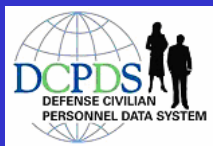

5

How Do I Access My Biz?

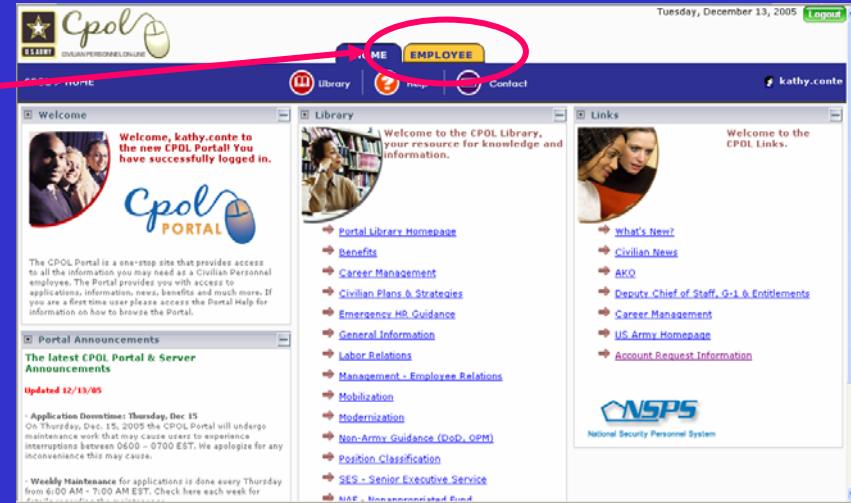- Log into the Army Portal using your AKO User ID and Password
  - http://www.cpol.army.mil

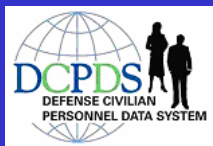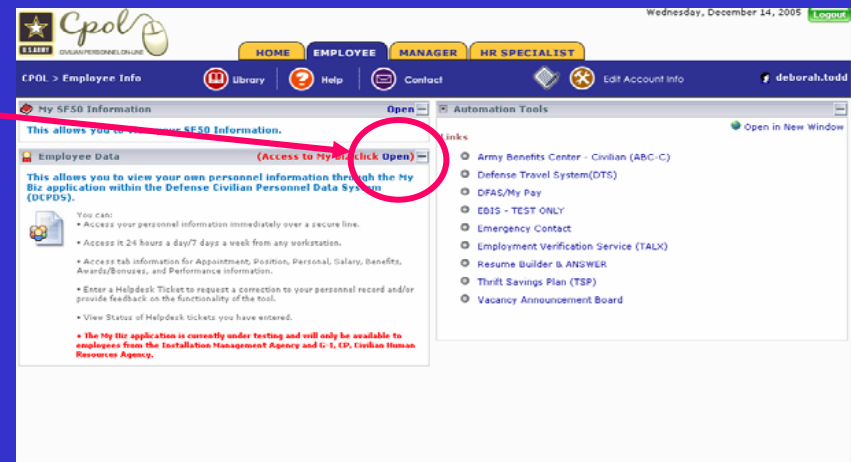# How Do I Access My Biz?

- Click on the "Employee" Tab

- Then click on "Open" next to "Access to My Biz"

How Do I Access My Biz?

- Here you will find access to:
  - My Biz
  - My Biz Helpdesk
    - Create/View your tickets
  - My Biz Field Descriptions
    - Definitions of the data elements within My Biz
  - My Biz User Guidance
    - Help for navigating within the Portal, My Biz and the Helpdesk
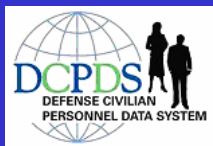
How Do I Access My Biz?

- For current DCPDS users, My Biz will be accessible using your current login and password*

    *After June 30, 2006, all users will need to create a new password. (See "New DoD Password Requirements", page 12)

- For new DCPDS users, when you log into My Biz for the first time, you will be prompted to provide a User ID and a password (See the next two pages for instructions)

    Please Note:
    Under Self Service, default passwords are provided to users to initially access the system. After a user uses his or her default password, they are required to change their password before they are allowed to access their account information.
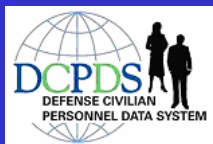
How Do I Access My Biz?

- Army employees on payroll prior to 18 June 2006
  - Your default User ID is your Social Security Number (SSN) complete with the dashes
  - You will have the following initial default My Biz password:
    - 1st character - first letter of first name (upper case)
    - 2nd character - $
    - 3rd character - first letter of last name (lower case)
    - 4th character - $
    - 5th character - fourth digit of SSN
    - 6th character - $
    - 7th character - fifth digit of SSN
    - 8th character - $

Example: User John Smith with SSN 123-45-6789, will enter: **Js4$5$**
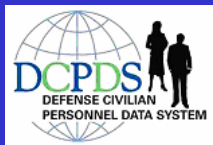
How Do I Access My Biz?

- New Army employees on payroll after 18 June 2006 and all non-Army employees we service (DCMA, DMEA, etc.)
 - Your User ID is your Social Security Number (SSN) complete with the dashes
  - You will have the following initial default My Biz 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 SSN
    - 8th character - $
    - 9th character - fifth digit of SSN
    - 10th character - $

Example: User John Smith with SSN 123-45-6789, will enter: **JOsm4$5$**
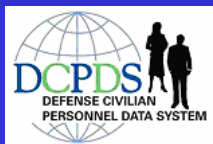
New DoD Password Requirements

- After June 30, 2006, all users will be required to create a new password that complies with the new DoD requirements in order to fully access their Self Service account
  - New passwords must contain a minimum of nine (9) characters, and a mixture of:
    - At least two (2) lowercase letters
    - At least two (2) uppercase letters
    - At least two (2) numbers
    - At least two (2) special characters
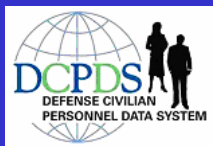 - Passwords expire every 60 days

12
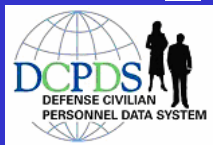
Portal Tools

- Helpdesk
  - If you come across errors or have questions about data in My Biz, create a Helpdesk Ticket from Employee Tab in Portal

- My Biz Field Descriptions
  - If you have questions as to the definitions of the data elements, check out the Field Descriptions from the Employee Tab in Portal
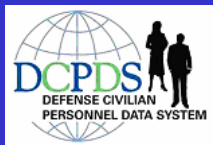
My Biz Guidance

- A guidance document with step-by-step directions is available on the Portal under the "Employee" tab – "Access to My Biz", to include the following information:
    - Log In Procedures
    - Navigating in My Biz
    - Creating Favorites
    - Reset Passwords
    - Log Out Procedures
    - Creating Portal Helpdesk Tickets
    - Viewing Your Tickets
    - My Biz Field Descriptions

My Biz Summary

- Immediate secure access to personnel information

- Ability to update selected information

- Ability to report data correction requests on-line to your local servicing Civilian Personnel Operations Center

For *up-to-date* information, keep checking the *My Biz* website at:
http://www.cpms.osd.mil/regmod/index_enterprise.html