## Frequently Asked Questions (FAQs)

**Who can access *My Biz*?**
Appropriated fund civilian, Non-Appropriated Fund (NAF) and Local National (LN) employees can access *My Biz*.

**What information does *My Biz* allow me to view?**
Employees may view personnel information, including current and historical appointment, position, personal, salary, benefits, awards and bonuses, education and performance. Employees may also view and print copies of their Notification of Personnel Actions (SF 50) in My Biz. As of June 2009, employee training instances are available for view and update.

**Does *My Biz* allow me to update any of my information?**
Yes. You may use *My Biz* to update your telephone number and email address, disability codes, Ethnicity and Race Identification (ERI) (previously Race and National Origin (RNO)), emergency contact information, education, foreign language proficiency, and training.

**Who has access to *My Workplace*?**
Military, civilian, NAF, and LN supervisors/managers who supervise or manage civilian employees have access.

**What information does *My Workplace* allow me to view?**
Supervisors and Managers may view personnel information, including current and historical appointments, position information, personal information, salary, benefits, awards and bonuses, education, emergency contact information, suspense reports, performance, and training on their employees.

**Does *My Workplace* allow me to update any of my information?**
Yes. You may use *My Biz* to update your work email address, numerous phone numbers – work, home, cell, fax, and emergency contact information.

**I am a civilian employee. How do I access *My Biz*?**
Once you have received your Common Access Card (CAC), you should be able to navigate to the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/. You should select the "CAC Registration" button and follow the steps to register your CAC and log into your servicing region's database and your *My Biz* responsibility.

**I am a civilian manager/supervisor. How do I access *My Workplace*?**
Once you have received your Common Access Card (CAC), you should be able to navigate to the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/. You should select the "CAC Registration" button and follow the steps to register your CAC and log into your servicing region's database and your *My Workplace* responsibility.

**I am a military manager/supervisor of civilian employees. How do I access *My Workplace*?**
Once you have been advised your virtual record has been created and you have a Common Access Card (CAC), you should be able to navigate to the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/ and log into your Component's database using the "CAC Registration" button and follow the steps to register and log into your *My Workplace* responsibility.

**If I need more information about access to *My Biz* and *My Workplace*, who do I contact?**
You should contact your servicing HR office.