Go to: https://compo.dcpds.cpms.osd.mil/

Click the ok button once you read the DoD Notice and Consent Banner (Figure 1)

Microso	Microsoft Internet Explorer		
♪	DOD NOTICE AND CONSENT BANNER		
	You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.		
	By using this IS (which includes any device attached to this IS), you consent to the following conditions:		
	-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.		
	-At any time, the USG may inspect and seize data stored on this IS.		
	-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG- authorized purpose.		
	-This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.		
	-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.		

Figure 1

Click on the login button just as you normally would. (Figure 2)

Login : DCPDS Portal - Microsoft Internet Explorer provided by DSCC			
Elle Edit View Favorites Tools Help			
🔇 Back 🔹 🕥 🕤 🖹 😰 🐔 🔎 Search 👷 Favorites 🧑 🍰 - 💺			
Address 🕘 https://compo.dcpds.cpms.osd.mil/ 🛛 💽 Go 🛛 Links 🚳 Customize Li	inks 🕘 DAU 👸 E-Verify 👸 Free Hotmail 👸 Login D	CPDS Portal 🍯 Windows	» 👰 -
	Portal		
Common Access Card (CAC) Access	Reporting Problems	CPMS Contact Information	
Series time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Lagin" Lagin Authorized Non-CAC Login Authorized Non-CAC users must select the "Non-CAC Registration" button Fortal Username: Portal Username:	For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office. For technical problems with the application, select the <u>Contact List</u> for your organization's computer support Help Desk.	Department of Defense Civilian Personnel Management Service HR Business Information Technology Solutions Division - HR-BITS 1400 Key Boulevard, B-200 Arlington, VA 22209-5144 Email: hr-bits@cpms.osd.mil	
Portal Password: Non-CAC Registration Reset Password Login Login Help	DEPISH MIT	ORKPLACE	
Privacy	y Act Accessibility Privacy and Security P	MY PERSONNEL INFORMATION	

Figure 2

Chose your digital certificate and click on ok (Figure 3)

Choose a digital certificate Choose a cer	Document1 -	Microsoft Word			
Choose a digital certificate Identification Identification. Please choice a certificate. Name Issuer More Info Yew Certificate Wew Certificate Name Issuer I			La Carta and a car	es New Roman + 12 + B	u . A .
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Figure 3

Select the DLA Region (Figure 4)



Figure 4

This should now bring you to your navigator screen. You will use your HR Professional account (Example: CivDoD Personnelist, MGR Secureview02766, etc). Make the section that you would like to perform. (Example: Civilian Inbox, Figure 5)

Department of	Defense	VBIZ ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Equarities
My Biz System Administrator US Federal HR Manager	US Federal HR Manager E Federal Position Description Civilian (box WorkflowDinbox Breakdown Folder PSEUDO SF50 Plan design Copy Coredoc PAY Sop Pay Regeneration Pay Status	Edit Favorites Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restant a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here Interactive Customer Evaluation
	TSP Hardship Withdrawal Reflow Person to JPAS Completed Training Self Service NPA Maintenance Organization Maintenance	(CE) replaces My Biz Suggestions Common Access Card (CAC) Login Information

Figure 5

This may take several minutes so you need to wait patiently (go get a cup of coffee). . . You should now receive at least one pop up box titled "Warning – Security". Some people have received two. When the Warning – Security box comes up make sure that you place a check mark in the box that says: Always trust content from this publisher. Then click on the run button. (Figure 6)

Warning -	Security
The ap Do you	olication's digital signature cannot be verified. want to run the application?
Nan le Put/lis From:	: oracle/apps/fnd/formsClient/FormsLauncher her: DEF_NAME https://veronica.dcpds.cpms.osd.mil:8007
	vays trust content from this publisher. Run Cancel
1	The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application.

Figure 6

This will then take you into DCPDS. You may need to log out and log back in to sync up everything.

You may also see a Java Console window open in the upper left hand corner of your screen. Do not close this window until after the Civilian Inbox (or whatever choice you made) opens fully.