Employee Self Service Views My Biz or My Workplace

To access *My Biz or My Workplace* navigate to <u>https://compo.dcpds.cpms.osd.mil</u> The following login screen will display. **Please note:** You must first register your CAC before following these directions. Please see the DCPDS Portal Quick Guide for instructions on how to register your CAC.

Common Access Card (CAC) Access	Reporting Problems	CPMS Contact Information
irst time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" outton. CAC Registration Login Authorized Non-CAC Login Authorized Non-CAC users must select the "Non-CAC Registration" button	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
efore "Login" button. Select the "Reset Password" button to reset your bassword. Portal Username: Portal Password: Non-CAC Registration Reset Password Login	DEPIN	SELF SERVICE HR RESONAL INFORMATION
Login Help	A St MW	ODKDI ACE

Select Login, choose your non-email digital certificate and then press OK.

DEPENSE CIVILIAN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM	DCP	DS Portal	Logout	2
My Application/Database	Add Additional Application/Databases			
Accessing Your Data	oase			
Region Association				
To access an HR/MyBiz/My	Workplace database, select the ap	propriate link below		
DLA region				
To protect your personal inf	formation, 'log out' of your DCPDS P	ortal session by selecting	g the 'Portal Logout' button.	
				Logout

Select 'DLA region'.

D epartment		MyBiz Suggestions Logout Preferences Orac
lavigator My Biz My Workplace	Please select a responsibility.	Favorites Edit Favo After using your browser to access DCPDS, close all of your browser windows and restant new browser session. Sometimes the brows
		can hold that information in memory (e.g. can etc) and some web sites know where to look find it. For more information <u>Click here</u> <u>Common Access Card (CAC) Login Information</u> CPMS does not maintain Federal Long Term C
		Insurance and Flexible Spending Account Prog You have not selected any favorites. Please us "Edit Favorites" button to set up your favorites.
er successfully	MyBiz Suggestions Logout Prefe	orkplace "home page" will display.
Navigator		Favorites
My Biz	Please select a responsibility.	Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart 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 to look to

Click the My Biz link; this opens the functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.

Navigator		Favorites
i My Biz	My Biz My Information Update My Information NSPS Appraisals (My Biz)	Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart 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 <u>Click here</u>

Let's take a look at what the features of this new page are. The web page displays with three columns, Responsibilities, Functions, and Favorites.

The left column displays all of the Responsibilities the user has,

🗀 My Biz		

The column in the middle displays the Functions available,



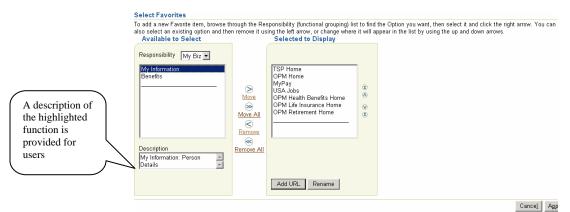
My Information – User information

Update My Information – Items the user can update The column on the right is your stored Favorites.



Favorites allow a user to add links or functions, to their My Biz homepage for quick access to commonly used sites. Use the following procedure to add a favorite to your Framework home page.

Click the Edit Favorites button, the Customize Favorites window will display. (This example will add "My Information" as a favorite.) Highlight the function you want to add as a favorite,



Click the "Move" arrow,

Available to Select		Selected to Display	
Responsibility My Biz Benefits Description	⊘ Move ≫ Move All ≪ Remove Remove All	TSP Home OPM Home MyPay USA Jobs OPM Health Benefits Home OPM Life Insurance Home OPM Retirement Home My Information	8 8

The function will move from the left column and be added to the column on the right. To add a "favorite" website, click the Add URL button.

Enter the name and URL address for the site or file you would like to include in your Applications Favorites Lis egular basis or a file name on your local file system. You may enter any address that you would otherwise en	
	nor do a promost roomon.
⊧ Indicates required field	
Name CPMS Reg-Mod Website	
* Url www.cpms.osd.mil/regmod/index.html	
ww.cpms.osd.mi/regmod/index.ntm	

Type the name you want displayed on your home page, type the URL information, click the Apply button.

also select an existing option and th Available to Select Responsibility My Biz My Information Benefits Description	(a) More More More All C Remove Remove C Remove All	ing the left arrow, or change when Selected to Display	e it will a	pppear in the list by using the up and down arrows.
--	---	---	-------------	---

When you return to the Customize Favorites window the OPM Website has been added to the favorites list. When you have finished adding all of the favorites you desire, click Apply

After applying the changes you are returned to your home page, the new links should appear under the favorites column.

Navigator	Favorites
Navigator	Edit Favorites After using your browser to access DCPOS, close all of your browser windows and restart 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 <u>Click here</u> Common Access Card (CAC) Login Information CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs. TSP Homesage Dem Hamb Resting Homesage Dem Let Insurance Homesage CPMS Homesage Dem Let Insurance Homesage CPMS Homesage Dem Let Insurance Homesage CPMS Informagae Dem Let Insurance Homesage CPMS Hom

General Info – The information displayed in this section will be viewable from any tab selected.

Department of) Defense		MyBiz Suggestions Home Logout Preferences
Cowboy, Imma T			
GENERAL INFO: The information is	current as of today's date.		
Organi	zation DLA Director DD07G20000 01	Job Title	Human Resources Management (0201)
Po	sition CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	Grade/Pay Band	GS-11
Total : Email Ad	Salary 57,564.00 USD	Step or Rate Office Symbol	02
Appointment Position	Personal Salary Benefits Awards and Bonuses	Performance Pers	onnel Actions
Information displayed in this section	is based on changes to either the Position, Organization, Loc:	ation, Grade, Joh or Ass	imment Status
			Previous 1-1 Vext 1 >
Details Effective Date	Job	Grade/Pay	Band Step or Rate
Show 07-Jan-2007	Human Resources Management (0201)	GS-11	02
Date From Date To Retained No results found.	d Grade Retained Step or Rate Retained Pay Plan Retain	ned Pay Table ID Reta	ined Pay Basis Temporary Promotion Step
Appointment Position	Personal Salary Benefits Awards and Bonuses	Performance Pers	onnel Actions
	MyBiz Suggestions Home Logout	Preferences	

Show/Hide feature

A "Show" folder will be displayed if the tab selected contains additional information related to element being displayed. Click the "+" sign to view the additional data elements.

	Details Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
>	Show 10-Jan-2005			
				

The following displays

Details Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
▼ <u>Hide</u> 10-Jan-2005			
Date Due	10-Jan-2006	Date Initial Appraisal Due	
Performance Rating Points		Date Appraisal Period Ends	
Unit		Organization Structure ID	
Office Symbol		Pay Plan	
Grade		Appraisal System Identifier	
Optional Information			

To collapse the additional information click the "-" to "Hide."

The following is a list of the Tabs and information available under each. **Appointment Tab** contains current appointment information.

Cowboy, Imma T			
GENERAL INFO: The information is curren	t as of today's date.		
Organization	DLA Director DD07G20000 01	Job Title Hum (020	nan Resources Management 1)
Position	CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	Grade/Pay Band GS -	11
Total Salary	57,564.00 USD	Step or Rate 02	
Email Address		Office Symbol	
Appointment Position Pers	onal Salary Benefits Awards and Bonuses	Performance Personnel	Actions
	ed on changes to either the Position, Organization, Lo	· · · ·	🛇 Previous 1-1 🔽 <u>Next 1</u> (
Details Effective Date	Job	Grade/Pay Band	Step or Rate
V Hide 07-Jan-2007	Human Resources Management (0201)	GS-11	02
Pay Rate Determinar WGI Pay Dat	e 11-Nov-2007 Not Assigned to Key Emergency	Part-Time Hours Biweekly WGI Due Date Last Equivalent Increase Tenure	
Annuitant Indicat Assignment NTE Start Dat Leave Without Pay Start Dat Sabbatical Start Dat Ernail Addres	e	Date Arrived Personnel Office Assignment NTE Date Leave Without Pay End Date Sabbatical End Date	31-Oct-2005

Position Tab contains the employee's position information.

/									My	Biz Suggestions	Home Logo	out Preferer
owboy, Imma 1	Г											
ENERAL INFO: The	e information i	s current as o	f todav's da	ate.								
		ization DLA			D1			Job	Title Humai (0201)	n Resources N	Aanageme	nt
	P			RESOURCE			Gi	ade/Pay I	Band GS-11			
	Total	Salary 57,56		00098.DD07./	APPR			Stop or	Rate 02			
	Email A		4.00 0.30					Office Sy				
Appointment	Position	Personal	<u>Salary</u>	Benefits	Awards	and Bonuses	Perforn		Personnel Ac	tions		
		· · · ·							a : .	o		
formation displayed Effective	in this sectio	ri is based on	changes to	u either the P	osition, U	rganization, Loc		ade, Job o ade/Pav	ir Assignment	oratus.	Target	Office
etails Date	Position N	ame			Org	anization	Ba		Job Title		Grade	Symbol
> <u>Show</u> 27-Jan-2006		MAN RESOUR			DLA	A Director D7G20000 01	GS	-11	Human Res Manageme			
> <u>Show</u> 08-Jan-2006	CLG65.HU	MAN RESOUR	RCES			A Director	GS	-11	Human Res	ources		
		T.600098.DD0				07G20000 01			Manageme	. ,		
Show 31-Oct-2005	CLG65.INS	TRUCTOR.59	9859.DD07	.APPR		nan Resources 07H90000 01	GS	-11	Training Ins	truction (1712)		
anguage Details												
	r Profic	iency Level	Read	ing Proficie	ncy	Speaking Prof	ficiency	List	tening Profici	ency W	riting Prof	iciency
	r Profic	iency Level	Read	ing Proficie	ncy	Speaking Prof	ficiency	List	ening Profici	ency W	friting Prof	iciency
lo results found. <u>Appointment</u>	Position	Personal	<u>Salary</u>	Benefits	Awards	and Bonuses	Perforn	nance	Personnel Ac		friting Prof	îciency
anguage Identifier lo results found. Appointment Cersonal 7 Cowboy, Imma SENERAL INFO: The	Position Cab co T e information	Personal	Salary emp	Benefits loyee s	<u>Awards</u>	and Bonuses	Perforn	<u>tion.</u>	Personnel Ac	tions nan Resource		
Ao results found. Appointment Cersonal	Position Fab co T e information Orga F Tota	Personal potains is current as nization DLA Position CLC SPF I Salary 57,5	Salary emp of today's Director 665.HUMA CIALIST.	Benefits Loyee S date. DD07 G20000 N RESOURC 600098.DD07	Awards Spec	and Bonuses	Perform prma	<mark>nance</mark> tion. J Grade/Pa Step	Personnel Ac lob Title Hum (020 ay Band GS- or Rate 02	tions nan Resource 1)		
Io results found. Appointment ersonal 7 Cowboy, Imma 7 ENERAL INFO: The	Position Fab CO T e information Orga F Tota Email A	Personal Posticion DLA Position CLC SPR I Salary 57,5 Address	Salary emp of today's of Director 665.HUMA CIALIST. 64.00 USI	Benefits loyee s date. DD07 G20000 N RESOURC 600098.DD07	Awards Spec 0 01 ES APPR	and Bonuses ific info	Performa orma	<mark>nance</mark> tion. J Grade/Pa Step Office	Personnel Ac lob Title Hum (020 ay Band GS- or Rate 02 Symbol	tions nan Resource 1) 11		
lo results found. <u>Appointment</u> ersonal] cowboy, Imma	Position Fab co T e information Orga F Tota	Personal pontains is current as nization DLA Position CLC SPF I Salary 57,5	Salary emp of today's Director 665.HUMA CIALIST.	Benefits Loyee S date. DD07 G20000 N RESOURC 600098.DD07	Awards Spec 0 01 ES APPR	and Bonuses	Performa orma	<mark>nance</mark> tion. J Grade/Pa Step	Personnel Ac lob Title Hum (020 ay Band GS- or Rate 02	tions nan Resource 1) 11		
Appointment Cowboy, Imma ENERAL INFO: The Appointment	Position Cab co T e information Orga f Tota Email A Position	Personal partains is current as nization DLA Position CLC SPI I Salary 57,5 Address Personal	Salary emp. of today's of Director 65.HUMA CIALIST. 64.00 USI Salary	Benefits loyee s date. DD07 G20000 N RESOURC 600098.DD07	Awards SPEC 001 ES APPR Awar	and Bonuses ific info	Performa orma	<mark>nance</mark> tion. J Grade/Pa Step Office	Personnel Ac lob Title Hum (020 ay Band GS- or Rate 02 Symbol	tions nan Resource 1) 11 Actions	es Manage	ment
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Service Obligation		-	
Service Obligation	St	art Date	End Date
No results found.			
Education Information			
Education Level	Instructional Program	Year Degree / Cert Attained	Academic Institution Name
One year college			
Terminal occupational prgrm-cert of comp/diploma/equiv	National Security Strateg	y 2000	Campbellsville University, Campbellsville K

Salary Tab contains the employee's pay related information.

Organization DI	LA Director DI	D07G20000 (11		Job Title	Human F <i>(</i> 0201)	Resources Manager	nent
				Gra	de/Pay Band			
Total Salary 57	7,564.00 USD				Step or Rate	02		
mail Address				0	Office Symbol			
ion <u>Personal</u>	Salary	<u>Benefits</u>	Awards and Bonuse	es <u>Performa</u>	ance <u>Pers</u>	nnel Actio	ns	
's detailed historio	cal information	through toda	y's date.				O Desuisure 11	Vext 1 🕫
		1			le : re	h		
				Other Pay		_	y Percentage	Currency
48,540.00	9,024.00	57,564.0	00		57,564.00	18.59		USD
	earning from the lis	st)						
ion <u>Personal</u>	Salary	Benefits	Awards and Bonuse	es <u>Performa</u>	ance <u>Pers</u>	nnel Actio	ns	
()	Total Salary 57 mail Address tion Personal ys detailed histori Basic Pay 48,540.00	SPECIALIST.60 Total Salary 57,564.00 USD mail Address tion Personal Salary ys detailed historical information Basic Pay Locality Pay 48,540.00 9,024.00	SPECIALIST.600098.DD07.4 Total Salary 57,564.00 USD mail Address tion Personal Salary Benefits (s detailed historical information through toda Basic Pay Locality Pay Adjuste 48,540.00 9,024.00 57,564.0 et a supplemental earning from the list)	SPECIALIST.600098.DD07.APPR Total Salary 57,564.00 USD mail Address ion Personal Salary Benefits Awards and Bonuse (s detailed historical information through today's date. Basic Pay Locality Pay Adjusted Basic Pay 48,540.00 9,024.00 57,564.00	SPECIALIST.600098.DD07.APPR Total Salary 57,564.00 USD imail Address Control	SPECIAL IST. 600098. DD07. APPR Total Salary 57,564.00 USD Step or Rate mail Address Office Symbol ion Personal Salary Basic Pay Locality Pay Adjusted Basic Pay Other Pay 48,540.00 9,024.00 57,564.00 57,564.00	Position CLG65.HUMAN RESOURCES Grade/Pay Band CS.11 SPECIALIST.600098.DD07.APPR Total Salary 57,564.00 USD Step or Rate 02 mail Address Office Symbol office Symbol office Symbol office Symbol office Symbol of the symbol of t	Position CLG65.HUMAN RESOURCES Grade/Pay Band GS.11 SPECIALIST.600098.D007.APPR Total Salary S7,564.00 USD Step or Rate 02 Office Symbol ion Personal Salary Benefits Awards and Bonuses Performance Personnel Actions resolution through today's date. Setable Pay Locality Pay Adjusted Basic Pay Other Pay Total Pay Locality Percentage 48,540.00 9,024.00 57,564.00 18.59

Benefits Tab contains the employee's benefits related information.

Appointment	Position	<u>Personal</u>	<u>Salary</u>	Benefits	Awards and Bonuse	<u>s Performance</u>	Personnel Action:	<u>8</u>
The following section of FEGLI	displays det:	ailed historic:	al informatio	n through toda	ay's date.			
FEGLI							Start Date	
Basic + Option A + O	ption C (5x)						31-Oct-200	5
Health Benefits								
Details Start Date	Healt	h Plan		Enrollmen	it			Premium Conversion
▶ <u>Show</u> 31-Oct-2005	Mail H	landlers-Std ((45)	Self Only H	ligh Option, or Self Onl	y (no options) (1)		Pre Tax
Thrift Saving Plan								
Details Start Date		Amou	nt	Rate	Status			Status Date
▶ <u>Show</u> 31-Oct-2005				12	Y - Elected To Cor	ntribute		31-Oct-2005
TSP Catch Up Contribu	rtion							
Start Date				End Dat	e	Catch Up A	mount	
No results found.								
Retirement Plan				1				
Retirement Plan				FERS Cove				
K - FERS and FICA				A - Automa	tically Covered By EEP	25		

Awards and Bonuses Tab displays the employee's award or bonus information.

Award Details							
Date Award Earned	Award T	уре	Amount or Hou	IS	Award Percentage		Award Agency
26-Aug-2007	Time Off	Award	8				Department of Defense
Bonus Details				Bonus Amou	int	Evnir	ation Date
Effective Date		Bonus Type 👘		Donus Amou			
Effective Date No results found.		Bonus Type		Donus Amot	int	Copi	

Performance Tab displays the employee's performance appraisal information.

<u>Appointment</u>	Position	<u>Personal</u>	<u>Salary</u>	<u>Benefits</u>	Awards and Bonuses	Performance	Personnel Actions	
ne following section	displays det	ailed historic:	al informatio	on through to	day's date.			
etails Appraisal S	tart Date		Аррга	isal Type		Rating o	f Record	Date Effective
Show 31-Oct-2005			Presur	nptive (New B	Employee)	Not Rate	ł	31-Oct-2005
Appointment	Position	<u>Personal</u>	<u>Salary</u>	<u>Benefits</u>	Awards and Bonuses	Performance	Personnel Actions	

Personnel Actions Tab displays only the employee's Personnel Notifications processed on or after 23 Sept 2007 are available for viewing.

	Linan	Address						Onice	Symbol	
Appointment	Position	<u>Personal</u>	<u>Salary</u>	<u>Benefits</u>	Awards and	<u>l Bonuses</u>	Perform:	<u>ance</u>	Personnel Actions	
							only those	e Perso	nnel Notifications proces	ssed on or after 23 Sept 200
are available for view	ng. Similar f	unctionality will	be availab	ole for LN an	d NAF in Mar	ch 2008.				
Select Effective Da	te	First NOA	First NO	A Descripti	on	Second NC	A S	Second	I NOA Description	Approval Date
No results fo	und.									
Appointment	Position	<u>Personal</u>	<u>Salary</u>	<u>Benefits</u>	<u>Awards an</u>	<u>d Bonuses</u>	Performa	ance	Personnel Actions	

Other Features

Home

To return to the homepage from anywhere in the application click <u>Home</u> link. **DO NOT USE the back or forward arrow keys** to return or advance within Self Service.

Department of Defense	Mve	iz Suggestions Home Logaut Preferences
Cowboy, Imma T		
GENERAL INFO: The information is current as of today's date.		
Organization DLA Director DD07G20000 01	Job Title Human (0201)	Resources Management
Position CLG65.HUMAN RESOURCES SPECIALIST.600098.DD07.APPR	Grade/Pay Band GS-11	
Total Salary 57,564.00 USD	Step or Rate 02	
Email Address	Office Symbol	
Appointment Position Personal Salary Benefits Awards and Bonuses	Performance Personnel Ac	tions
Information displayed in this section is based on changes to either the Position, Organization, Loca	ation, Grade, Job or Assignment S	Status.
		🛇 Previous 1-1 💉 <u>Next 1</u> 📎
Details Effective Date Job	Grade/Pay Band	Step or Rate
Show 07-Jan-2007 Human Resources Management (0201)	GS-11	02
Retained Grade Details		
Date From Date To Retained Grade Retained Step or Rate Retained Pay Plan Retain	ned Pay Table ID Retained Pay	y Basis Temporary Promotion Step
No results found		

You are returned to the homepage.

Navigator		Favorites
My Biz	My Biz My Information Update My Information NSPS Appraisals (My Biz)	Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart 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 <u>Click here</u>

Update My Information

Navigator		Favorites
<mark>С Му Віz</mark>	My Biz My Information Update My Information NSPS Appraisals (My Biz)	Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart 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 <u>Click here</u>

Select Update My Information to update your work email address, Handicap Code, US Fed Language, US Fed Ethnicity & Race and Emergency Contact Information.

							Car
							Ca
mployee							
Employee Name Cowboy,	Imma T						
Work Email Address							
My Profile Handicap Coc	le <u>US Fed Language</u>	US Fed Ethnicity and Race Categ	ory Em	ergency Cont	act Informati	on	
My Profile							
Work Email Address							
TIP Please enter your Wor	rk Email Address only and	select the Update button to save.					
Work Email Address							
ĺ	Update						
Employee Phone Number							
Ø TIP To enter a new Type p	hone number, select the A	Add button. To update an existing pho	ine number	, select the ac		r listed in the N	umber colu
♥ TIP To enter a new Type p To delete an existing p	hone number, select the A	Add button. To update an existing pho Trashcan next to the record.	ine number	, select the ac		r listed in the N	umber colu
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IP To enter a new Type p To delete an existing p Add Type No data found Physical Work Address	hone number, select the A	Trashcan next to the record.			Delete		
IP To enter a new Type p To delete an existing p Add Type No data found Physical Work Address If TP CONUS employees ca	hone number, select the A hone number, select the ² an add or correct their Phy	Trashcan next to the record. Number vsical Work Address information by s	electing eitl	ner the Add bu	Delete	ling a new addı	ess, or the
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IP To enter a new Type p To delete an existing p Agd Type No data found Physical Work Address IT P CONUS employees c Correction button for u upcoming Self Service	hone number, select the A shone number, select the n add or correct their Phy pdating an existing addres	Trashcan next to the record. Number sical Work Address information by s ss. NOTE: At present, overseas empl linclude this functionality.	electing eitl	ner the Add bu	Delete	ling a new addı	ess, or the

Logout -

Τ	'o logout	click the Logo	ut link at the top	or bottom	of page.	
L 3	No. of the second se	U	1		10	

	MyBiz Suggestions Logout Preferences Oracle Help
My Biz My Information Update My Information NSPS Appraisals (My Biz)	Favorites Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache.
	My Information Update My Information

Click the Logout link at the upper right corner of the window at any time to logout of My Biz.

······································		
DEPENSIE CAULAN PERCINIEL DATA SYSTEM	DCPDS Portal	
This DCPDS session has en Close this browser window	ided. to protect your personal information.	Close

To insure your personal information is protected close the Internet browser after logout is complete.

My Workplace Users

When you select 'My Workplace', the following items will display in the middle of the Navigator screen.

Navigator		Favorites
<mark>⊇ My Biz</mark> ➡ My Workplace	My Workplace All Actions Awaiting Your Attention NSPS Appraisals (My Workplace) My Employee Information Update My Information	Edit Favorites After using your browser to access DCPDS, close all of your browser windows and restart 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 <u>Click here</u>
		Common Access Card (CAC) Login Information CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.
		You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.
	MyBiz Suggestions Logout Preferences	<u>Oracle Help</u>

Revised 28 Dec 2007