

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

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

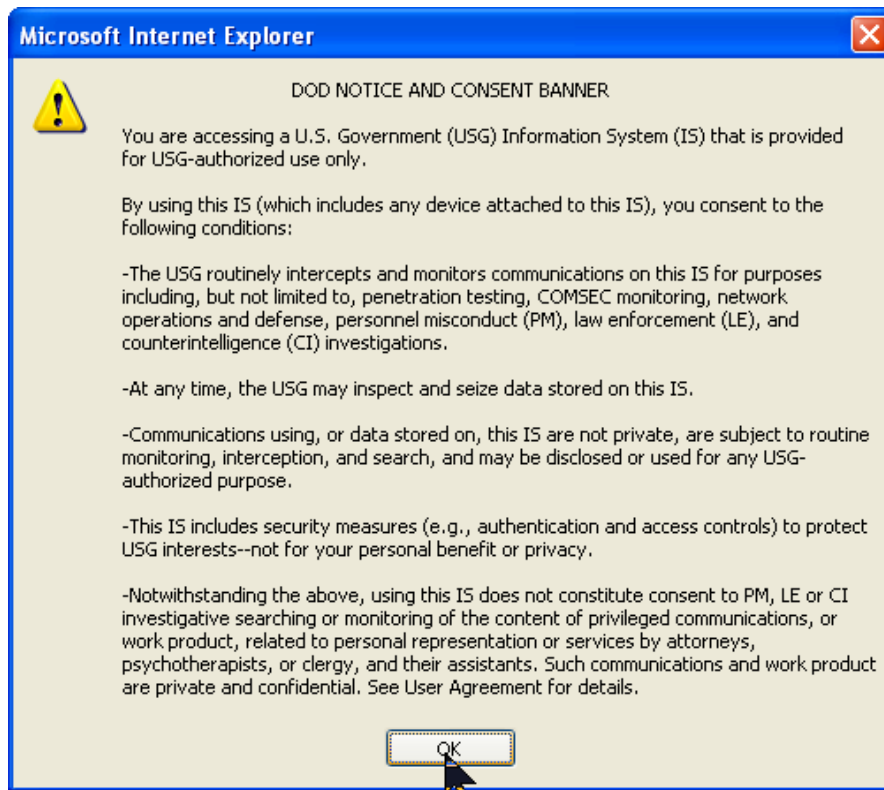


Figure 1

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

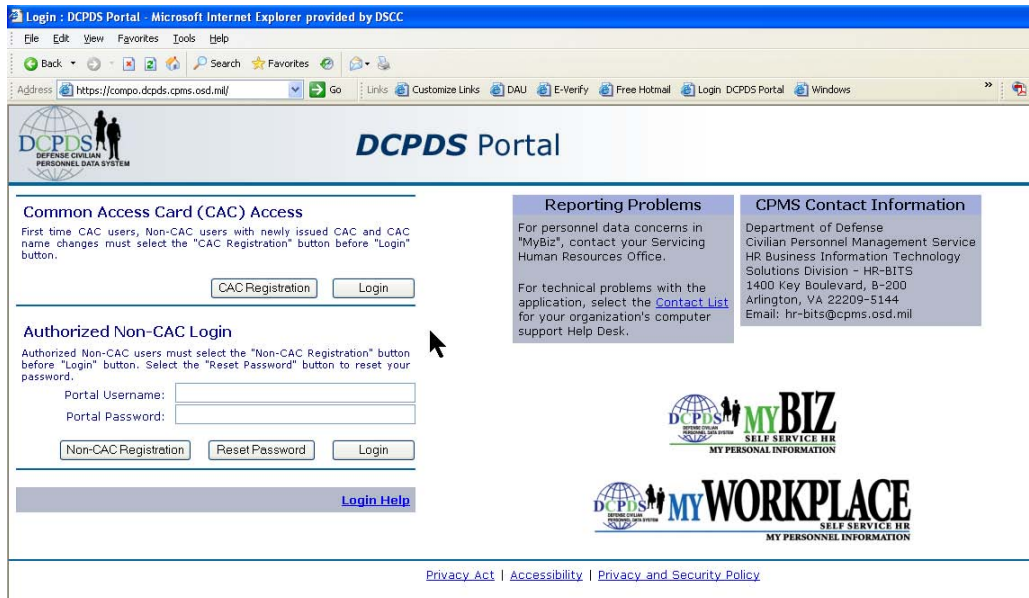


Figure 2

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

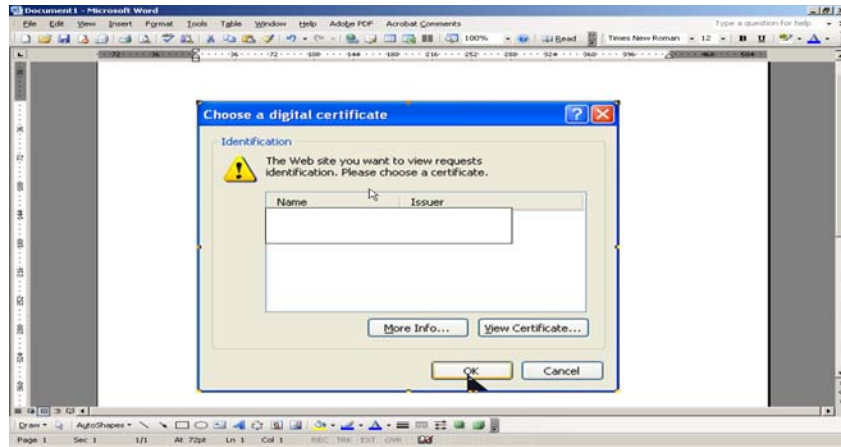


Figure 3

Select the DLA Region (Figure 4)

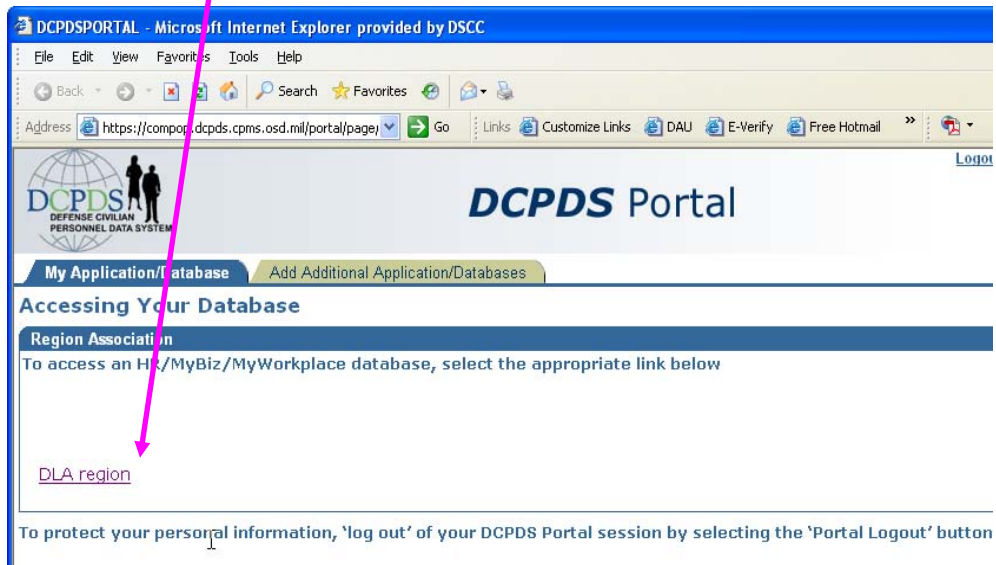


Figure 4

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)

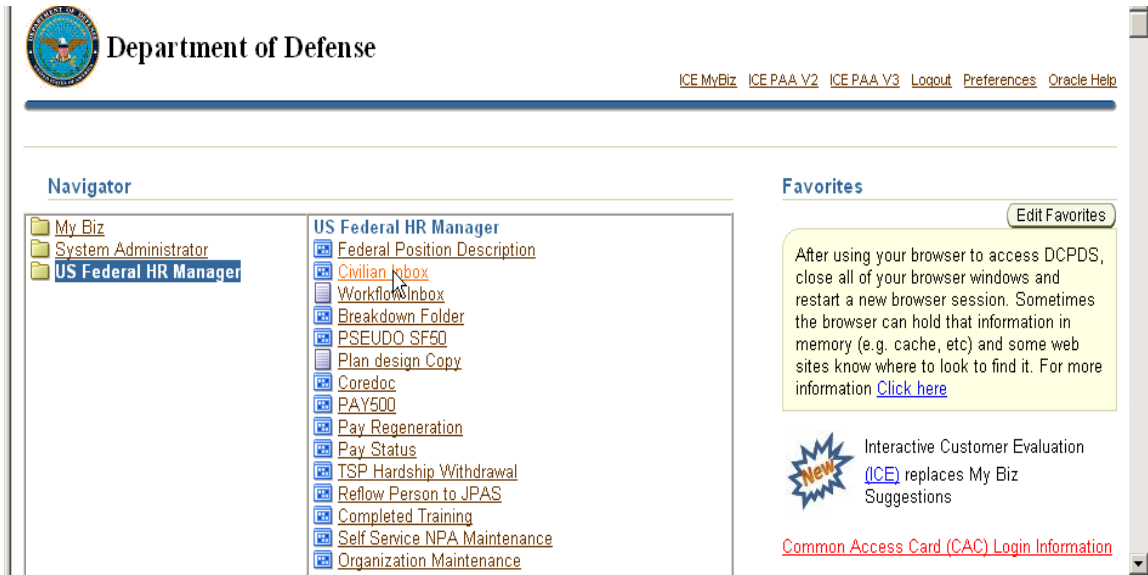


Figure 5

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)

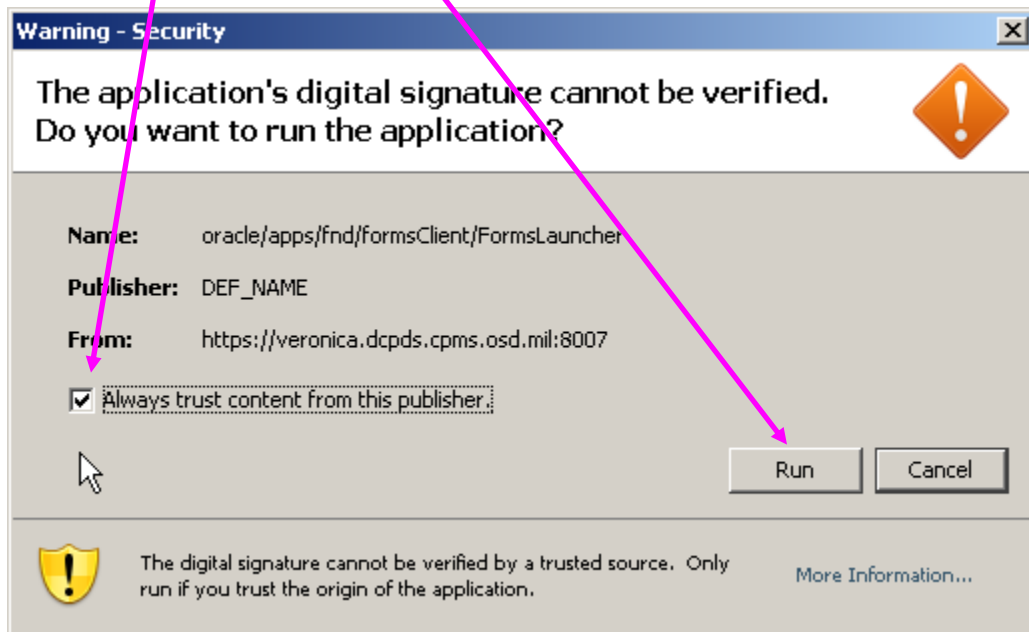


Figure 6

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.