

DLA DCPDS Reduced Sign-On (RSO) Quick Reference Guide

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1. Smart Card Access Registration

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS RSO. If you cannot complete your registration due to errors, contact the Help Desk at HRSelfService@DLA.mil.

1. Begin at the DCPDS RSO page: <https://compo.dcpds.cpms.osd.mil> .
Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.
2. Review *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
Note: After selecting OK, the DCPDS RSO page displays.
3. Select the **First time Smart Card user** Register button in the Smart Card Access region.
4. Select your non-email certificate at the Choose a Digital Certificate screen.
5. Select the **OK** button.
Note: Always select the non-email certificate.
6. Enter your CAC PIN and select the **OK** button. The DCPDS Smart Card Registration screen displays with your CAC Username.
7. Enter the following in the Smart Card Registration region of the screen.
 - a. Social Security Number (SSN) with dashes XXX-XX-XXXX.
 - b. Confirm your SSN (again with dashes).
8. Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
9. Enter your HR/My Biz/My Workplace Username.
Note: For the majority of users this is your SSN with dashes. If you requested an administrative or manager account and received a DCPDS User Name, enter that, including dashes and special characters as indicated.
10. Confirm your HR/My Biz/My Workplace Username.
Note: For the majority of users this is your SSN with dashes. If you requested an administrative or manager account and received a DCPDS User Name, enter that, including dashes and special characters as indicated.
11. Click on the **Register** button.
NOTE: If you receive a 'Page cannot be found' error, contact your help desk. This is commonly a local firewall issue.
12. Select MyBiz or MyWorkplace.

2. CAC User Name Change Process

The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change. If you cannot complete this process due to errors, contact the Help Desk at HRSelfService@DLA.mil.

1. Begin at the DCPDS RSO page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
3. Select the **First time Smart Card user Register** button in the Smart Card Access region. The *DCPDS Smart Card Registration* screen displays.
4. Select your non-email certificate at the Choose a Digital Certificate screen.
5. Select the **OK** button.
6. Select the **Re-Register** button in the CAC Re-Registration region. You must enter your previous **First Name** and **Last Name** in the *CAC User Name Change* screen.
7. Select the **Submit** button.

Note: Always select the non-email certificate.

Note: The user's previous DCPDS RSO will be changed to reflect new name. You should proceed to the DCPDS RSO Page, Smart Card Access Region and select **Login**.

3. Authorized Non-CAC User Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) RSO as a Non-Common Access Card (CAC) user. Those registering as Non-CAC users must be Non-CAC authorized by their Component to access their HR/My Biz/My Workplace applications.

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS RSO. If you cannot complete this process due to errors, contact the Help Desk at HRSelfService@DLA.mil.

Note: Users with access to multiple databases will be able to link to those databases during the registration process. If the Choose a digital screen displays always select the **cancel** button.

1. Begin at the DCPDS RSO page: <https://compo.dcpds.cpms.osd.mil> .
2. Review the **Department of Defense (DoD) Notice and Consent Banner** and select the **OK** button to continue.
3. Select the **Non-CAC Registration** button under the Authorized Non-CAC Login region of the DCPDS RSO Page.

Note: The RSO Username and RSO Password data fields are for those users who have already registered as an authorized Non-CAC user.
4. Enter the requested data as required at the *Creating a DCPDS Portal Account for Agency approved NON-CAC Users* screen.
5. Select the **Submit** button, the DCPDS RSO screen displays.
6. Go to the Authorized Non-CAC Login region to 'login' and complete the registration process.
 - a. Enter your newly created DCPDS RSO Username and RSO Password.
 - b. Select the **Login** button, the Accessing Your Database screen displays.
7. Select the Add Additional Application/Databases tab. The *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
 - a. Enter your HR/My Biz/My Workplace Username **which is NOT the RSO Username** you just created.
 - b. Confirm your HR/My Biz/My Workplace Username.

Note: Include dashes and special characters as they appear in your Username.
8. Select the **Submit** button.

4. Authorized Non-CAC Users Reset Password

As an authorized Non-CAC user, you can utilize the password reset process to reset your DCPDS RSO password. If you cannot complete this process due to errors, contact the Help Desk at HRSelfService@DLA.mil.

1. Begin at the DCPDS RSO page: <https://compo.dcpds.cpms.osd.mil> .
2. Review the *Department of Defense (DoD) Notice and Consent Banner* and select the **OK** button to continue.
3. Select the **Reset Password** button. The *Reset Your DCPDS Non-CAC RSO Password* screen displays.
4. Complete the data fields as described when resetting your Non-CAC RSO password.
5. Select the **Submit** button. A Password Reset Success message 'DCPDS Portal Password Has Been Successfully Reset' will display once information is validated.
6. Select the **Return to DCPDS RSO Page** button to return to the DCPDS RSO Login screen to log in with your newly reset DCPDS RSO password.

5. Changing from Non-CAC to CAC User

Once the Non-CAC to CAC Registration is complete, HR/My Biz/My Workplace users will use their CAC to access their HR/My Biz/My Workplace applications via the DCPDS RSO. If you cannot complete this process due to errors, contact the Help Desk at HRSelfService@DLA.mil.

1. Begin at the DCPDS RSO Page: <https://compo.dcpds.cpms.osd.mil> .
2. Review the **Department of Defense (DoD) Notice and Consent Banner** and select the **OK** button to continue.
13. Select the **First time Smart Card user** Register button in the Smart Card Access region.
3. Always select the non-email certificate at the *Choose a Digital Certificate* screen and select the **OK** button.
4. Enter your PIN and select the **OK** button. The *DCPDS Smart Card Registration* screen displays.
5. Scroll down to the Non-CAC Users Registering as Smart Card User region and enter your Non-CAC RSO Username and RSO Password.
6. Select the **Change to Smart Card Registration** button, the *Accessing Your Database* screen displays.

Note: Since you are now registered as a CAC user, you will not be able to access the DCPDS RSO as a Non-CAC user.