Defense Civilian Personnel Data System (DCPDS)

Customer Support Unit (CSU) Reduced Sign-on (RSO) Log-in



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CSU RSO Log-in

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CSU RSO Log-in

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CSU RSO Log-in

Introduction

Customer Support Unit (CSU) Reduced Sign-on (RSO) Log-in is designed to allow Human Resources (HR)/My Biz/My Workplace users easier access to their CSU application through the Defense Civilian Personnel Data System (DCPDS) Portal Page.

In order to complete the CSU registration process, RSO users must have completed the firsttime DCPDS Portal RSO registration process and accessed their region. Please reference existing RSO User Guide documentation to complete first-time RSO HR user registration if necessary.

This guide will assist HR/My Biz/My Workplace users who have already registered to the DCPDS Portal in establishing RSO log-in to the CSU application.

If you cannot access the application due to errors and/or if HR registration is required, and you cannot complete, contact your Help Desk for assistance by following the instructions listed on the *DCPDS Portal* screen, under *Reporting Problems, Contact List*.

CSU Reduced Sign-on Log-in

This guide explains how the log-in process works using Reduced Sign-on (RSO) to access the Defense Civilian Personnel Data System *(DCPDS) Customer Support Unit (*CSU) application as a registered Human Resources (HR) user.

If first-time RSO HR user registration is necessary, please reference existing RSO User Guide documentation and follow steps as defined for that process.

If you cannot access the application due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Log in to your DCPDS Portal account at <u>https://compo.dcpds.cpms.osd.mil</u>.

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.



Screen 1: DoD Notice and Consent Banner

Note: After selecting OK button, the DCPDS Portal page displays.

3. Select the Login button in the Common Access Card (CAC) Access region of the *DCPDS Portal* screen.

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DCPDS DCPDS	Portal		
Common Access Card (CAP) Access	Reporting Problems	CPMS Contact Information	
Prot time CAC users, Non-CAC users with needy issued CAC and CAC name changes must select the "CAC Regionation" button before "Login" button. CAC Registration Login Authorized Non-CAC Login	For personnel data concerns in "MyBid", contact your Servicing Human Resources Office. For technical problems with the application, select the <u>contact Los</u> for your organication's computer support Help Desk.	Department of Definise Civilian Personel Management Service HR Susiness: Information Technology Solutions: Division + HIP-BITS 1400 Key Boulevard, B-200- Alfregton, VA 2200-5144 Email: Nr-bits@cpms.osd.mil	
Authorized Mon-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.			
Portal Password:	DEPISH	MYBIZ	
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Screen 2: DCPDS Portal Page Screen

4. Choose your non-email certificate at the *Choose a Digital Certificate* screen and select the OK button. Note: Always select the non-email certificate.

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Screen 3: Choose a Digital Certificate Screen

5. Select Add Additional Application/Databases on the Accessing Your Database screen.

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DCPDS Portal	Lorpout
My Application/Database Add Additional Application/Databases	
Accessing Your Database	
Select the "Add Additional Application/Databases" tab above to link your newly created DCPD	98 Portal account to your existing
nn/ mydic/ my multipliate databasie:	
To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'i	Portal Logout" button.
	Logout
	Logout II

Screen 4: Accessing Your Database Screen

6. Enter your CSU Username & Password in the *CSU Regions Association* section of the *Validating* screen and select Submit to validate your CSU account.

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•••••¥ou must complete and submit CS C1	this information to finalize the Registration process.**** UV your CSU log in soreen "UV" Nome". UV USername: UV Password: Submit Return to Main Portal Page	

Screen 5: Validating Your HR/MyBiz/MyWorkplace Database Information Screen

Note: If the CSU user has an account in only one region, the account validation is performed against the default region. If no errors are encountered, the CSU user is directed to the first screen of the CSU application, the *CSU Options* screen.

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Screen 6: CSU Options Screen

 Select a CSU database from the drop-down menu if CSU user account exists in multiple regions on the *Link Your DCPDS Portal Account to Your CSU Application* screen and select the Link button to access this region's *CSU Options* screen (Screen 6 above).



Screen 7: Link Your DCPDS Portal Account to Your CSU Application Screen

Note: At next log-in, users will be able to access their CSU accounts by simply selecting the CSU Region link from the *Accessing Your Database* screen ("linked" databases shown in Screen 8). This screen shows in the background simultaneously along with the *CSU Options* screen.



Screen 8: Accessing Your Database Screen