Self Service 'MyBiz'
Module 1, Chapter 2
Accessing My Information

Introduction

The *Employee* 'MyBiz' module provides employees the ability to view their employment-related information. The following pages provide a brief overview of the 'MyBiz, MyInformation' functionality.

Contents

Accessing 'My Information' - General Information

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'MyBiz', ☐ My Information function to view your information.

Figure 1

The header displays a summary of your current position and a link to Emergency Contact information. This information is viewable from any tab selected.

Figure 2

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select the ⊞ Show link to open the folder and view the additional data.

Figure 3

Hide

Once you finish viewing the information, select ⊟ Hide to close the folder.

Figure 4

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Information Tabs - The following is a list of the tabs with associated information.

Appointment Tab contains your current appointment information.

Figure 5

Position Tab contains your position information.

Figure 6

Personal Tab contains your specific personal information.

Figure 7

Salary Tab contains your pay related information.

Figure 8

Benefits Tab contains your benefits related information.

Figure 9

Awards and Bonuses Tab displays your award and/or bonus information.

Figure 10

Performance Tab displays your performance appraisal information.

Figure 11

Personnel Actions Tab displays your personnel notifications.

Figure 12

To view a Notification of Personnel Action (NPA), click in the box located in the 'Select' column and then select the 'View Selected' button.
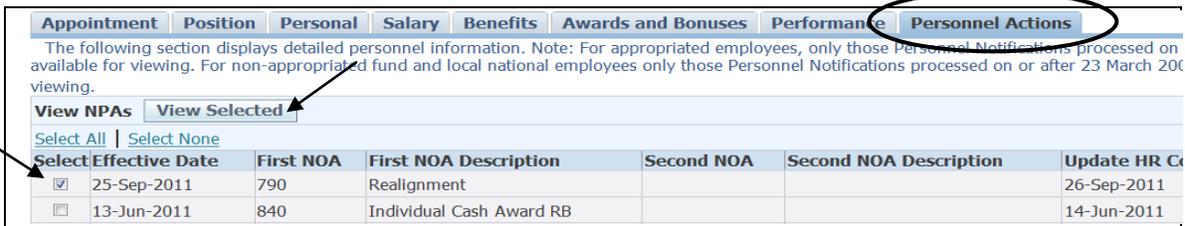

Figure 13

Select 'Open'

Figure 14

The NPA displays.

Figure 15

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Other Features

Home

To return to the homepage from **Update My Information** within '**My Biz'**, select the **Home** link.

Figure 16

After selecting the **Home** link, the '**My Biz'** homepage displays.

Figure 17

Interactive Customer Evaluation (ICE)

The [ICE MyBiz] link allows users to electronically review Component services/products.

Figure 18

Logging Out of 'My Biz'

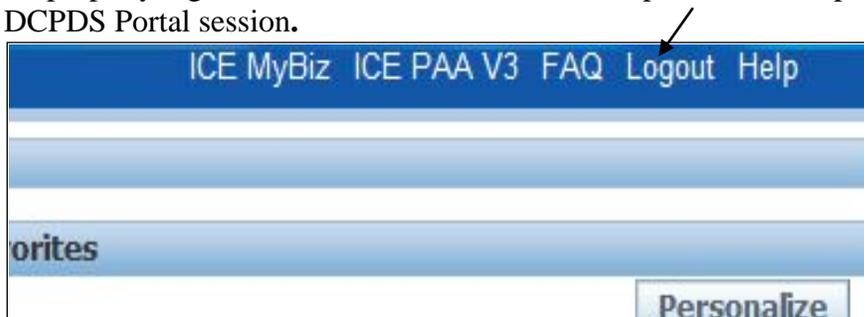To properly logout, select the [Logout] link at the top or bottom of page and exit your DCPDS Portal session**.**

Figure 19

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