

**Self Service ‘MyBiz’  
Module 1, Chapter 3  
Updating My Information**

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**Introduction**

Self Service provides employees the ability to log into ‘MyBiz’ and update their personal information. The following pages provide a brief overview of this new functionality.


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## Update My Information

The  [Update My Information](#) function allows employees to update employee information.

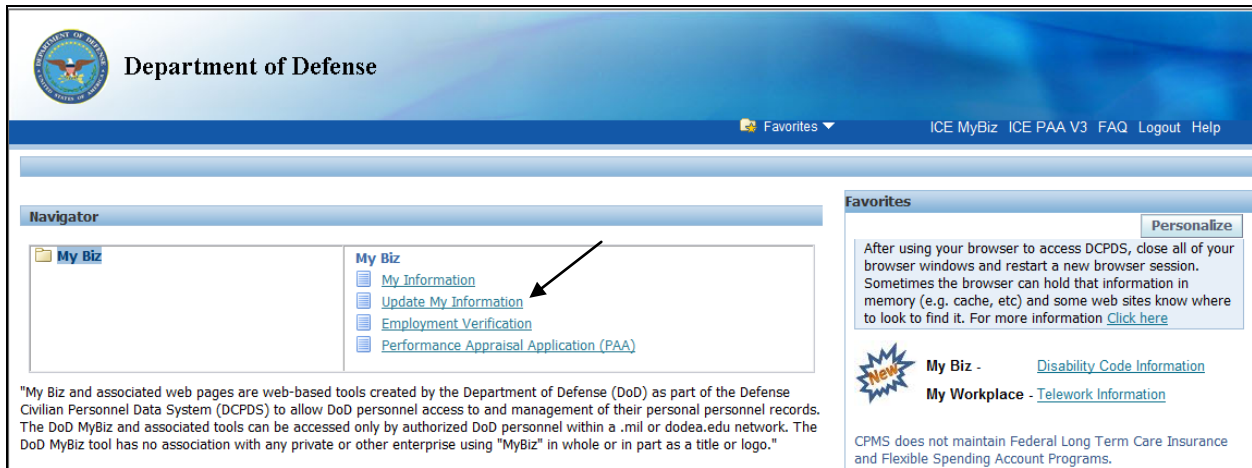
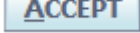


Figure 1

## Privacy Act Statement

Before you can ‘view, add and/or update’ your personal information, you must  the ‘Privacy Act Statement’.

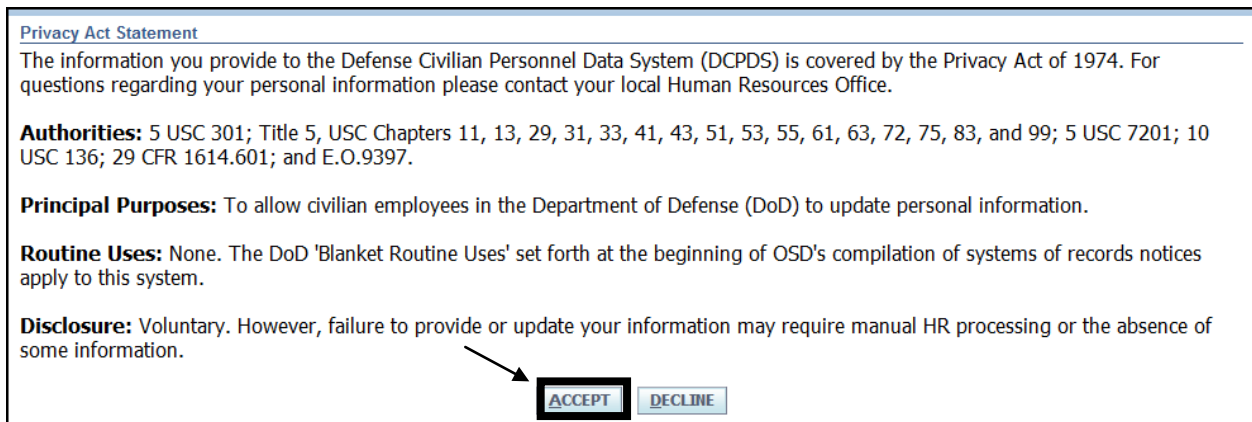
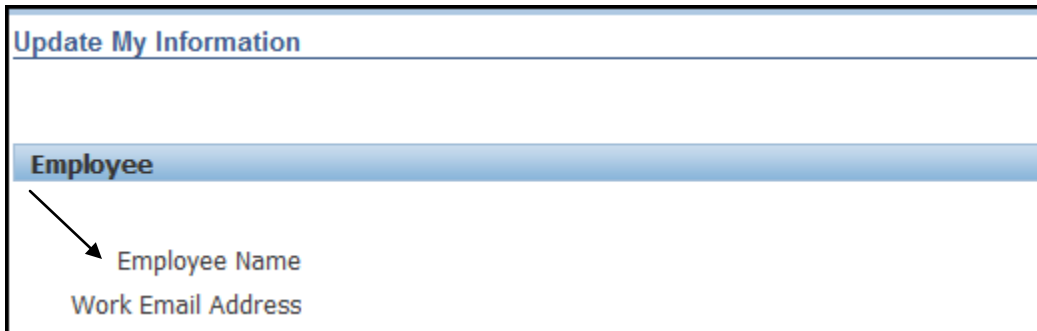


Figure 2



**Tabs** - The following is a list of the ‘Tabs’ with ‘associated’ information.

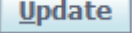
**The General Information header** includes your name and work email address.

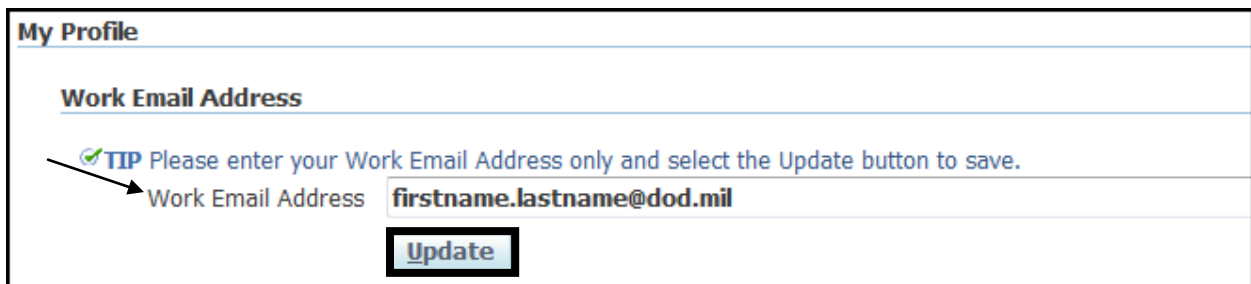


**Figure 3**

**The Profile tab** allows you to update/change work email address, phone numbers, and physical work address.

**Work Email Address**

To ‘Add/Update’ work email address, type the new email address and then select the  button. Email address is currently being used for the NSPS and/or Agency-unique Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.



**Figure 4**

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information or select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

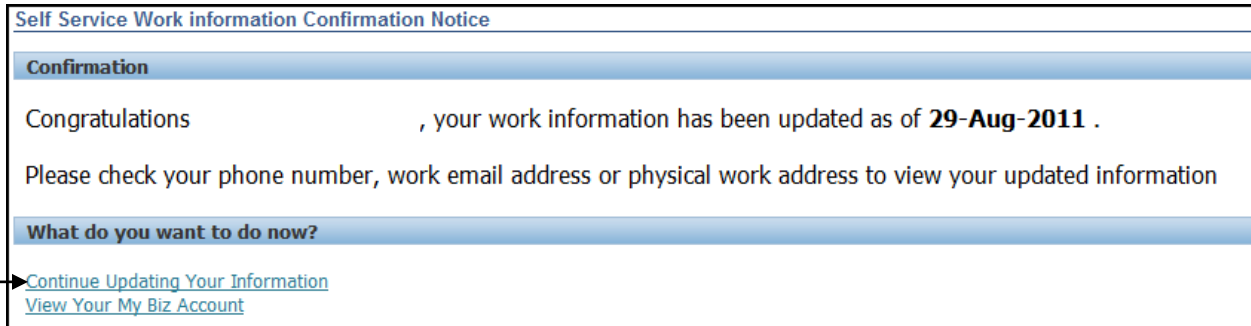


Figure 5

### Phone Numbers

To 'add' a new phone number, select the  button.

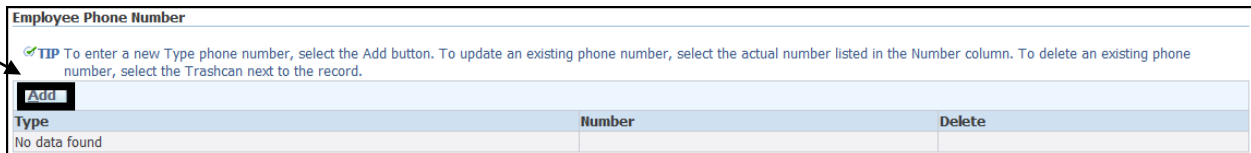


Figure 6


Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an '\*'. Once you have selected a phone type, enter your phone number to include area code and dashes. Extensions may also be included. Example: 555-123-4567 Ext 123. Once you have finished entering your phone number, select the  button.

Figure 7

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

Figure 8

### Edit a Phone Number

To 'update' an existing phone number, select the phone number link [555-123-4567 Ext 123](#).

Type	Number	Delete
Home	<a href="#">555-123-4567 Ext 123</a>	

Figure 9

Change the phone number and select the  button.


Figure 10

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

Figure 11



### Delete a Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.

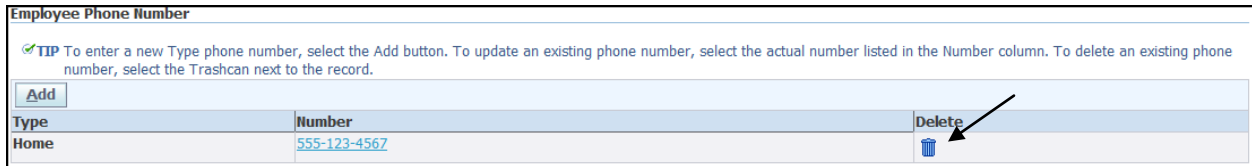




Figure 12

A warning screen displays, select the  button to process the delete; or, if you want to cancel the delete, select the  button.

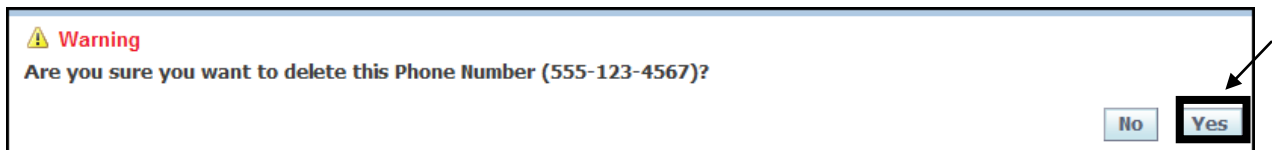


Figure 13

After selecting 'Yes', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

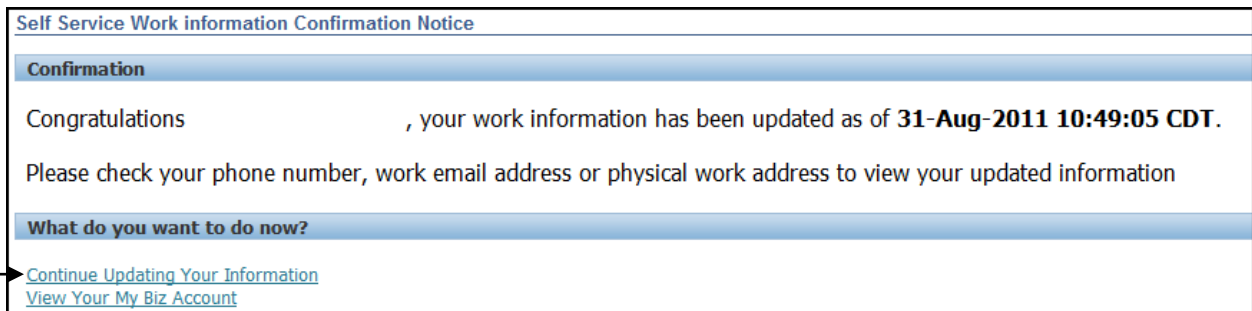

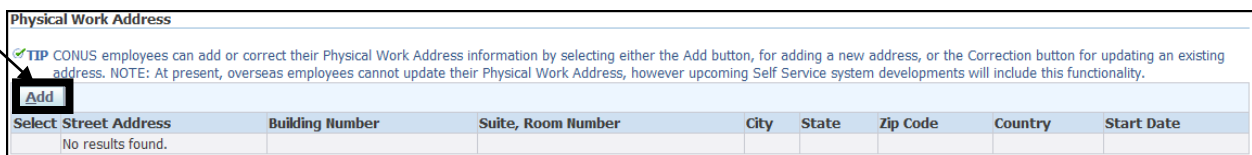


Figure 14

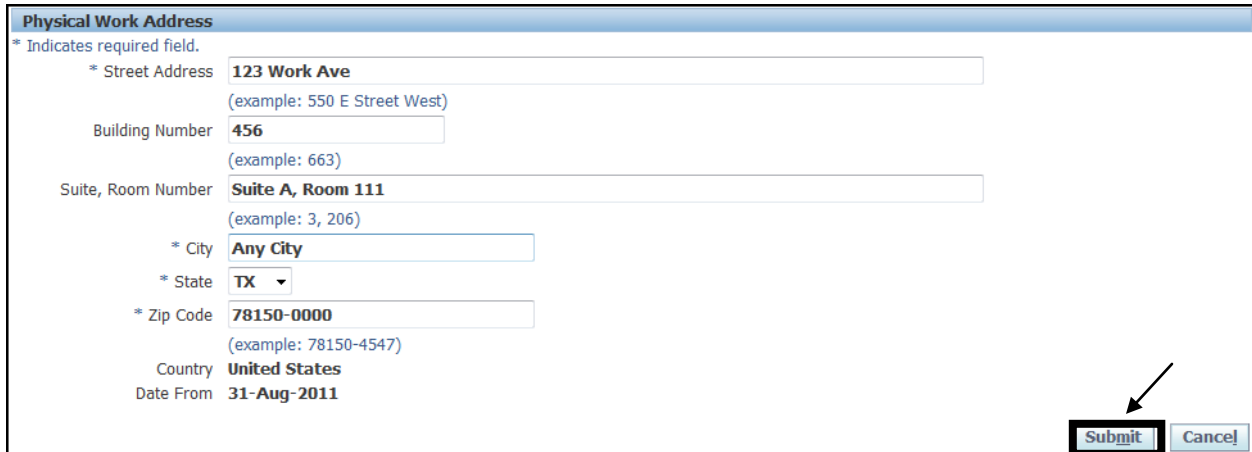
### Physical Work Address

To 'add' a Physical Work Address, select the  button. Self Service only allows employees to 'add' make one Physical Work address update within a 24-hour period.



**Figure 15**

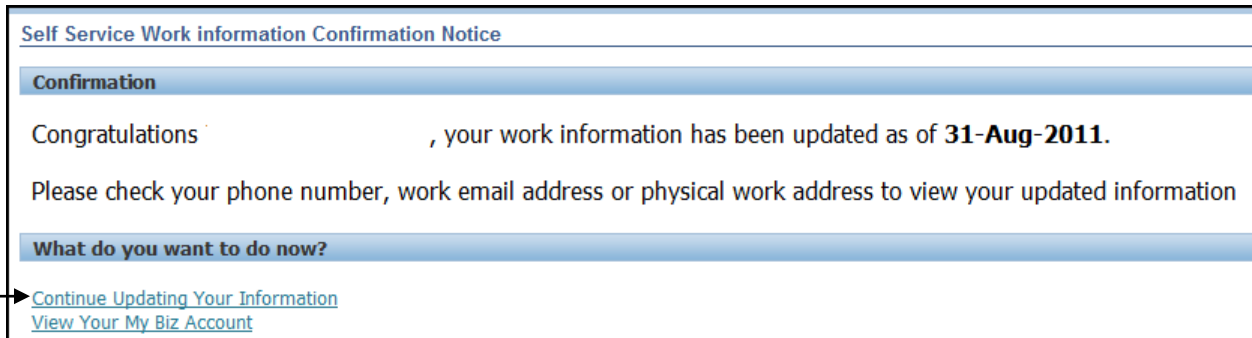
When adding a Physical Work Address, ‘Street Address, City, State, Zip Code’ are required fields and are noted with an \*. Select the  button to save data.



**Physical Work Address**  
 \* Indicates required field.  
 \* Street Address   
 (example: 550 E Street West)  
 Building Number   
 (example: 663)  
 Suite, Room Number   
 (example: 3, 206)  
 \* City   
 \* State   
 \* Zip Code   
 (example: 78150-4547)  
 Country **United States**  
 Date From **31-Aug-2011**

**Figure 16**

After selecting ‘Submit’, a ‘Confirmation Notice’ displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in ‘MyBiz, My Information.’



**Self Service Work information Confirmation Notice**

**Confirmation**

Congratulations , your work information has been updated as of **31-Aug-2011**.

Please check your phone number, work email address or physical work address to view your updated information

**What do you want to do now?**

[Continue Updating Your Information](#)  
[View Your My Biz Account](#)

**Figure 17**





## Edit Physical Work Address

To 'correct' a physical work address select the radio button  next to the physical work address, then select the **Correction** button.

**Physical Work Address**

**TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. **NOTE:** At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address **Correction** Add

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Work Ave	456	Suite A, Room 111	Any City	TX	78150-0000	United States	31-Aug-2011

**Figure 18**

Make the necessary changes to your physical work address, and then select the **Submit** button.

**Physical Work Address**

\* Indicates required field.

\* Street Address   
(example: 550 E Street West)

Building Number   
(example: 663)

Suite, Room Number   
(example: 3, 206)

\* City

\* State

\* Zip Code   
(example: 78150-4547)

Country

Date From

**Submit** Cancel

**Figure 19**

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.' Your changes have now been updated to your personnel record.

**Physical Work Address**

**TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. **NOTE:** At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.


Select Address Correction Add

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Work Ave	456	Suite B, Room 111	Any City	TX	78150-0000	United States	31-Aug-2011

**Figure 20**



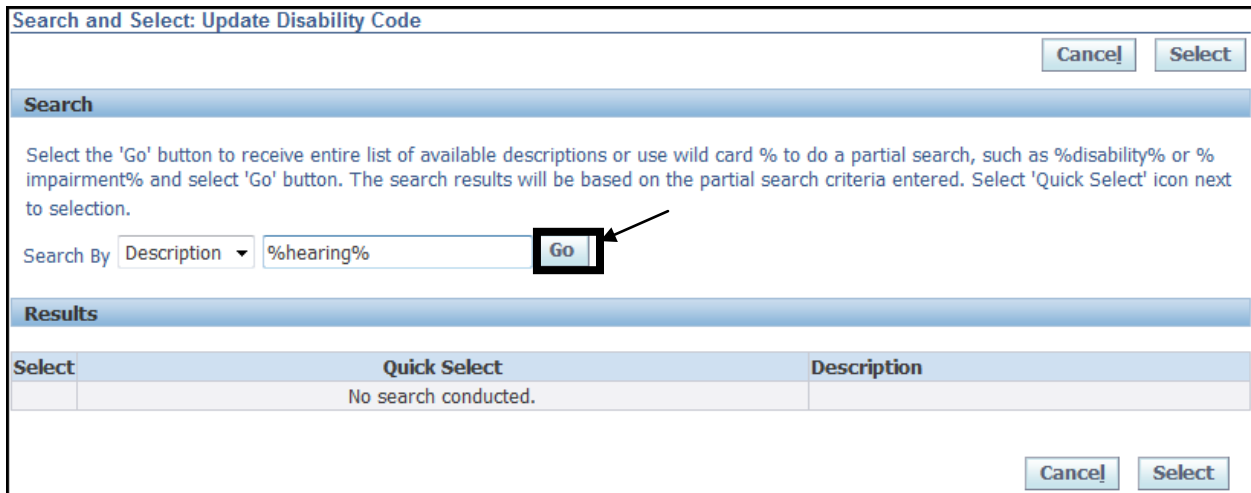
**Disability tab** contains employee's current disability code.

To **'update'** the disability code, select the magnifying glass  and select from the drop down list using the down arrow. Once you have selected the appropriate code, select the **Update** button.



**Figure 21**

The Search and Select: Update Disability Code window will open. In the blank box, next to Description, input your partial search criteria using the % as a wild card (ex., to search for a hearing related disability, input %hearing%), then click **Go**.



**Figure 22**

Select the radio button  next to the appropriate description and click **Select**.

**Search**

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or %impairment% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By Description  **Go**

**Results**

Select	Quick Select	Description
<input type="radio"/>		Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy.
<input checked="" type="radio"/>		Hearing impairment/hard of hearing

**Cancel!** **Select**

**Figure 23**

Select **Update** to replace the existing Disability Code with the code identified in the Update Disability Code box.

**Profile** **Disability** Language Ethnicity and Race Emergency Contact Education Training Certification

Disability Code **I do not have a disability.**

Update Disability Code

**Update**

**Figure 24**

The updated disability code will be saved and will appear on the Disability Code line. Select another tab to navigate away from this page. **Caution!** Selecting 'Update' when the 'Update Disability Code' box is empty will remove the current Disability Code.

**Profile** **Disability** Language Ethnicity and Race Emergency Contact Education Training Certification

Disability Code **Hearing impairment/hard of hearing**

Update Disability Code

**Update**


**Figure 25**

**Language tab** contains the employee’s languages and ‘Consent to Share and Release Language Information’.

The screenshot shows the 'Language' tab selected in a navigation menu. Below the menu is a tip: 'TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.' Below the tip is an 'Add' button. A table with columns: 'Select Language', 'Proficiency Level', 'Reading Proficiency', 'Speaking Proficiency', 'Listening Proficiency', 'Writing Proficiency', 'Work Source Experience', 'Evaluation Method', 'Start Date', and 'End Date'. The first row contains 'No results found.' Below the table is the section 'Consent to Share and Release Language Information'. It contains three paragraphs of text and two consent options, each with a 'No' dropdown menu and an 'Update' button.

**Figure 26**

Employees can ‘update’ proficiencies in an existing language, ‘delete’ a language, or ‘add’ a new language to their ‘MyBiz’ record.

To ‘add’ a new language you must select the  button.

This screenshot is identical to Figure 26, but with a black arrow pointing to the 'Add' button in the top left corner of the table area.

**Figure 27**



Use the drop down menus to select the appropriate data for each data field. Once you have completed the fields for your new language, select the **Submit** button to save your language.

The screenshot shows a web form titled "Language Information" with the following fields and values:

- \* Language Identifier: Spanish-American - QSA
- \* Language Proficiency Level: Extremely Limited Knowledge
- Language Reading Proficiency: Elementary or Limited Knowledge
- Language Speaking Proficiency: Proficient
- Language Listening Proficiency: Proficient
- Language Writing Proficiency: Elementary or Limited Knowledge
- Language Proficiency Source: Home Environment - D0
- Language Work Experience: Other
- Language Evaluation Method: Self Appraisal/Certification
- Start date: 31-Aug-2011 14:33:57 CDT
- End Date: (empty field with a calendar icon and example text: (example: 21-Sep-2005))

At the bottom right, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a black rectangular box, and a black arrow points down to it from above.

Figure 28

After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the [Continue Updating Your Information](#) link. To view your information in 'MyBiz, My Information,' select the [View Your My Biz Account](#) link.

**Self Service Language Capability Confirmation Notice**

**Confirmation**

Congratulations \_\_\_\_\_, your language capability has been updated as of **31-Aug-2011 14:33:57 CDT.**

1. Language	<b>Spanish-American - QSA</b>
2. Language Proficiency Level	<b>Extremely Limited Knowledge</b>
3. Language Reading Proficiency	<b>Elementary or Limited Knowledge</b>
4. Language Speaking Proficiency	<b>Proficient</b>
5. Language Listening Proficiency	<b>Proficient</b>
6. Language Writing Proficiency	<b>Elementary or Limited Knowledge</b>
7. Foreign Language Proficiency Source	<b>Home Environment - D0</b>
8. Language Work Experience (Duty Type)	<b>Other</b>
9. Language Evaluation Method	<b>Self Appraisal/Certification</b>
10. Language End Date	

To print this page for your records, click on the print button below:

**Print Confirmation**

**What do you want to do now?**

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Figure 29

To 'update' an existing language you must select the radio button next to the language, then select the **Update** button.

Profile | Disability | **Language** | Ethnicity and Race | Emergency Contact | Education | Training | Certifications/Licenses | Awards and Bonuses

**TIP** You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Select Language **Update** Delete 1 Add

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> Spanish-American - QSA	Extremely Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31-Aug-2011	

Figure 30



Once all changes have been made, select the **Submit** button to save your changes.

Note: End-dated languages will display in My Biz, My Information, Personal Tab, Language information region. Do delete (purge from record) use the Delete function.

**Figure 31**

After selecting ‘Submit’, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select on the [Continue Updating Your Information](#) link. To view your information in ‘MyBiz, My Information,’ select the [View Your My Biz Account](#) link.

To ‘delete’ an existing language you must select the radio button next to the language, then select the **Delete** button.

Note: Deleted languages will be purged from your record. Use the Update function to ‘End Date’ your language. End-dated languages will display in My Biz, My Information, Personal Tab, Language information region.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> Spanish-American - QSA	Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31-Aug-2011	

**Figure 32**



Once you select the 'delete' button, a notification will appear, select 'Yes' to delete or 'No' to return to the language screen.

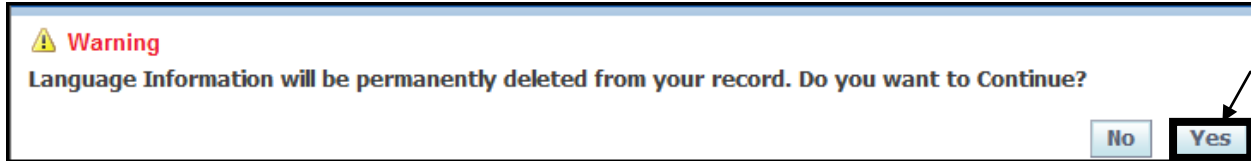


Figure 33

**Retiring & Separating Employees Consent to Share & Release Language Information**

The language information you provide in the 'Consent to Share and Release Language Information' section of the 'Language Information' tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information before retiring or separating because all language information in your personnel file will be made available if you chose 'Yes' to 'Consent to Share and Release Your Language Information'.

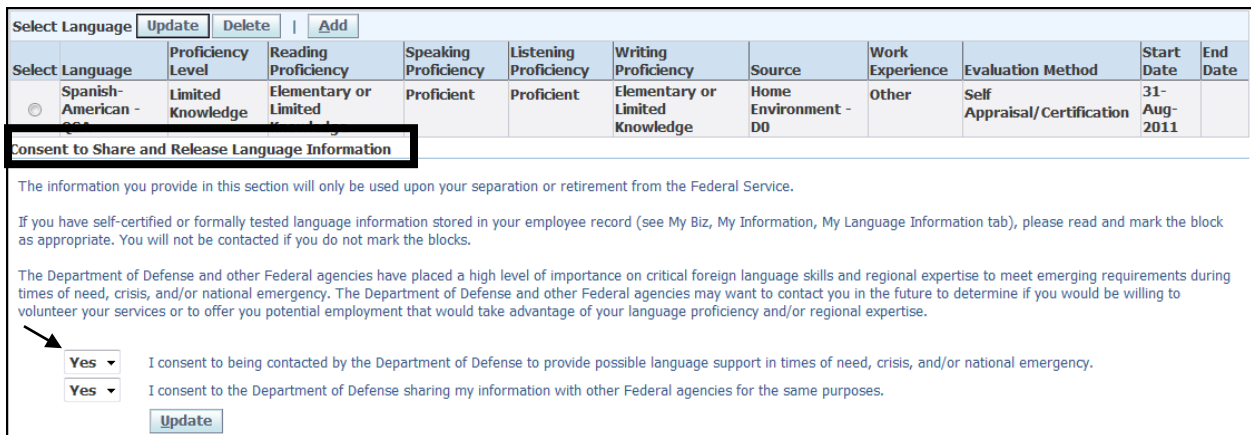


Figure 34

1. Review the Consent to Share and Release Language Information section.

**Notes:**

- a. If a valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you also will receive a 'Consent to Share and Release Language Information' confirmation email if you 'Update' your information.
- b. You will not receive a confirmation email if you do not have a valid work email address in 'MyBiz' or if you add an email after you initially 'Updated' your Consent to Share and Release Language Information; however, when

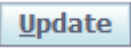




you update your Consent to Share and Release Language Information, you will be given an opportunity to print the ‘Confirmation page’ for your records.

- Use the drop down menu next to each consent statement to select either ‘Yes’ or ‘No’ if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

**Note:** In order to share your language information with other Federal Agencies, you must select ‘Yes’ to being for the Department of Defense to share this information.

- Select the  button if you updated your consent information.

Select Language	Update	Delete	Add								
<input type="radio"/>	Spanish-American - QSA	Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31-Aug-2011	


**Consent to Share and Release Language Information**

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

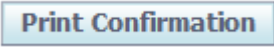
The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.  
 Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.



**Figure 35**

**Note:** You will not be contacted if you do not select ‘Yes’ in the Consent to Contact drop down fields.

- After you select ‘Update’, a ‘Confirmation’ page will display allowing you to ‘Print’ your information. If you do not have a valid work e-mail address identified in the ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, select the  to print this page for your records. To return to the ‘Language’ tab, select the [Continue Updating Your Information](#) link. To view your information in ‘MyBiz, My Information,’ select the [View Your My Biz Account](#) link.



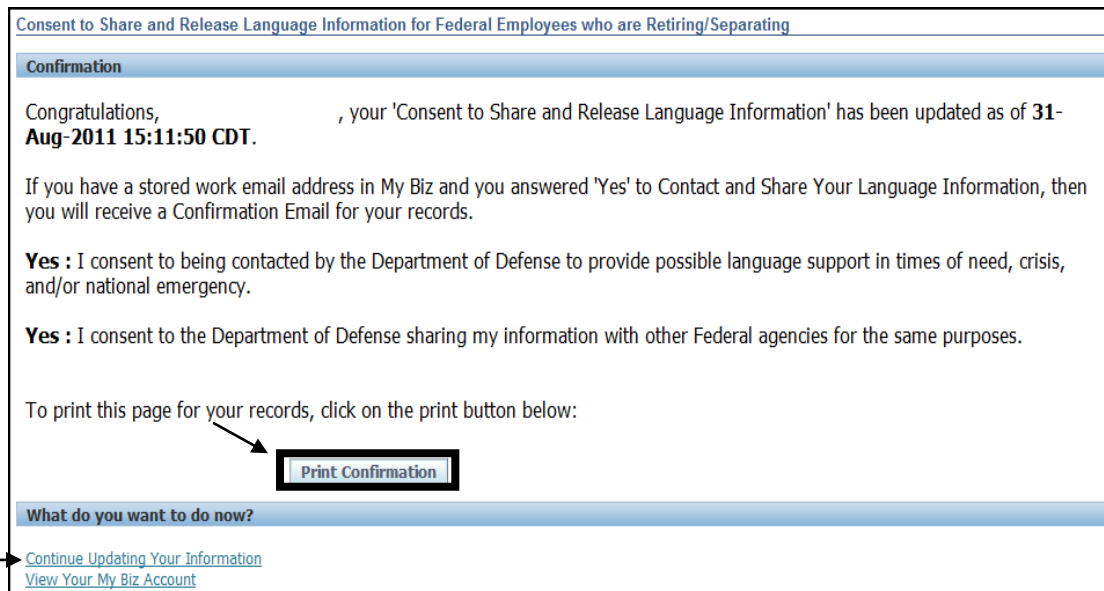


Figure 36

**Note:** If your valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you will also receive a 'Consent to Share and Release Language Information' confirmation email.



Figure 37

*Ethnicity and Race tab* contains employee’s ethnicity and race.

**Figure 38**

To ‘**update**’ ethnicity and race, use the drop down menu to select either ‘Yes’ or ‘No’ to answer the ‘Are You Hispanic or Latino?’ question and to make appropriate selections next to each of the categories listed. Once you are ready to update, select the **Submit** button. The page will refresh and your changes will be saved.

To view the SF181 Privacy Act Statement, select **View Privacy Act Statement**.

**Figure 39**

To ‘print’ the SF181 form, select the **Print SF181** button.

The SF181 can either be ‘saved’ to your computer or can be opened and printed. To open the SF181 select the **Open** button.



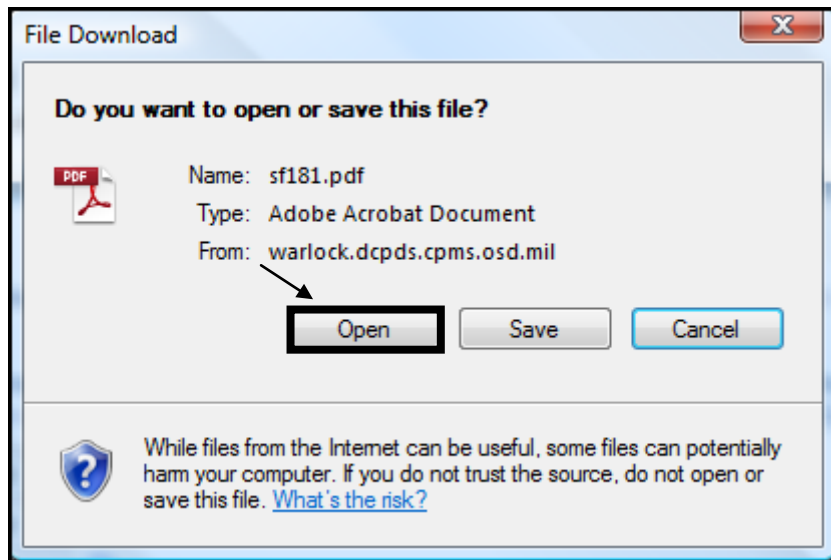



Figure 40

To print the SF181, select the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

**Standard Form (SF) 181**

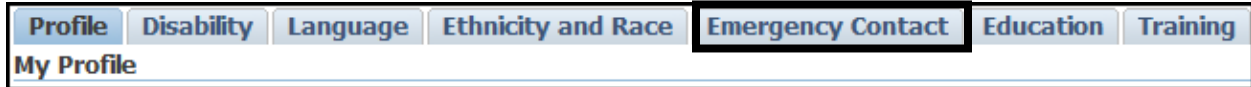
U.S. Office of Personnel Management Guide to Personnel Data Standards		<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year)
Agency Use Only			
<b>Privacy Act Statement</b>			
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p> <p>Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.</p>			
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>			
<p><b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p><b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>			
<b>RACIAL CATEGORY</b> (Check as many as apply)		<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native		A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American		A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Standard Form 181 Revised August 2005 Previous editions not usable  42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446			

**Figure 41**



**Emergency Contact tab** contains employee’s emergency contact information.

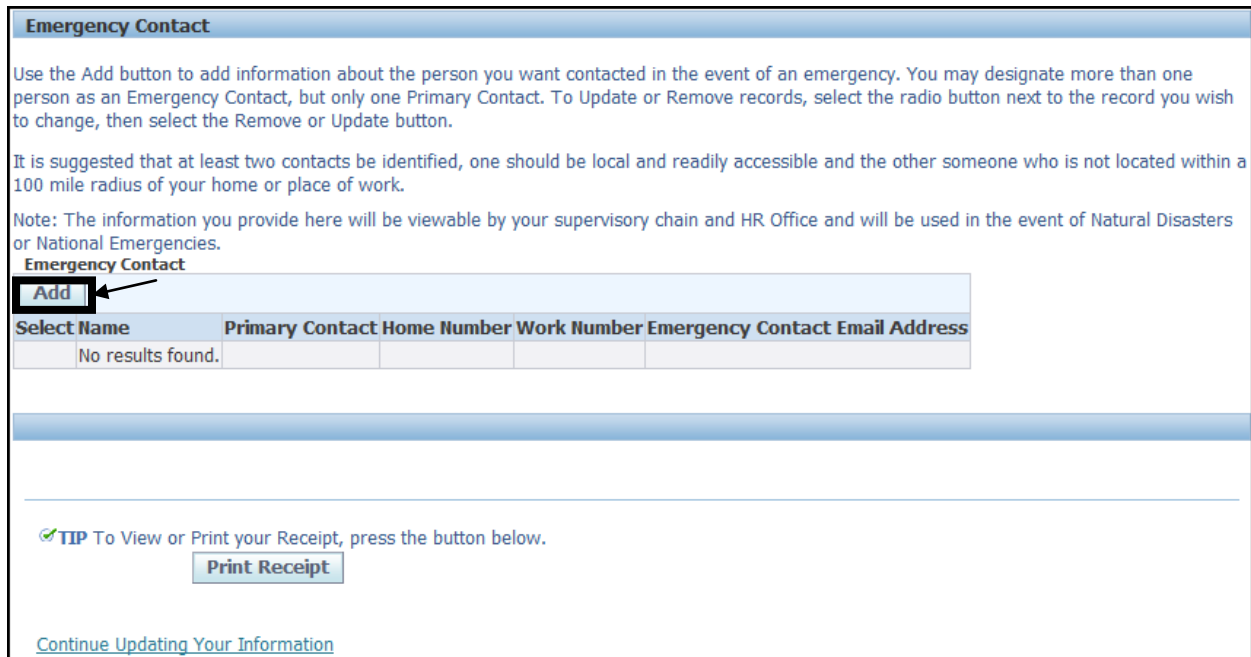
Select the **Emergency Contact** tab to ‘add, change or remove’ your emergency contact information.



**Figure 42**

**Adding Emergency Contact Information**

To ‘add’ information on an emergency contact person, select **Add**.



**Figure 43**



Complete the following: 'First Name', 'Middle Name', 'Last Name' and 'Email Address', Primary Contact, 'Residence Address' and 'Phone Number(s)' and select the **Next** button.

**General Information**

\* First Name   
Middle Name   
\* Last Name   
Email Address   
 Primary Contact ⓘ

✔ **TIP** Do not add any contacts that are under the age of 18.

**Residence Address**

✔ **TIP** When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

Use my address for this person.

**Phone Numbers**

Type	Number	Delete
Home	555-987-6543	

Figure 44

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

**Update My Information: Review**

✔ **TIP** This information is current as of today's date.

Employee Name Business Group Employee Number

Please review your changes. You must select the "Submit" button to save your changes.

**Maintain Contact**

**Contact**

Proposed	
Relationship Type	Emergency Contact
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@hotmail.com
Primary Contact	Yes
Relationship Began On	27-Sep-2011
Resides With Me	Yes

**Phone**

Proposed	
Home	555-987-6543

Figure 45



## Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, select the radio button next to the contact's name, and then select the **Update** button.

**Update My Information**

✓TIP This information is current as of today's date.  
Employee Name

**Emergency Contact**

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

**Emergency Contact**

Select Emergency Contact **Update** Remove | Add

Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/>	LastName, FirstName MiddleName	Yes	555-987-6543		FirstName@hotmail.com

✓TIP To View or Print your Receipt, press the button below.  
**Print Receipt**

Figure 46

Make the necessary updates and select the **Next** button.

**Emergency Contact : Update** Cancel Next

✓TIP This information is current as of today's date.  
Employee Name

Use this page to provide emergency contact information.  
\* Indicates required field

**General Information**

\* First Name   
Middle Name   
\* Last Name   
Email Address   
 Primary Contact ⓘ

✓TIP Do not add any contacts that are under the age of 18.

**Residence Address**

✓TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.  
 Use my address for this person.

**Phone Numbers**

Type	Number	Delete
Home	555-987-6543	<input type="button" value="Delete"/>
Mobile	555-987-6544	<input type="button" value="Delete"/>

Cancel **Next**

Figure 47



A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

**Update My Information: Review**

**TIP** This information is current as of today's date.  
 Employee Name Employee Number  
 Business Group

Please review your changes. You must select the "Submit" button to save your changes.

**Maintain Contact**

**Contact**

	Current	Proposed
<b>First Name</b>	FirstName	FirstName
<b>Last Name</b>	LastName	LastName

**Phone**

	Current	Proposed
<b>Home</b>	555-987-6543	555-987-6543
<b>Mobile</b>		555-987-6544 <span style="color: blue;">●</span>

**Figure 48**

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

**Department of Defense**

**Figure 49**

A 'Warning' page will be displayed if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page, select the **No** button.

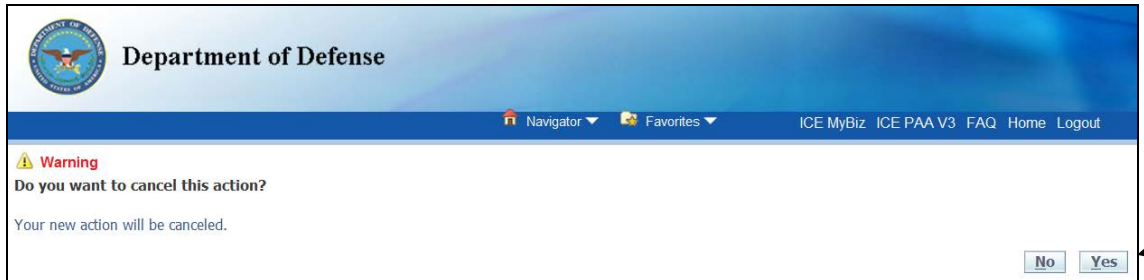


Figure 50

### Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.



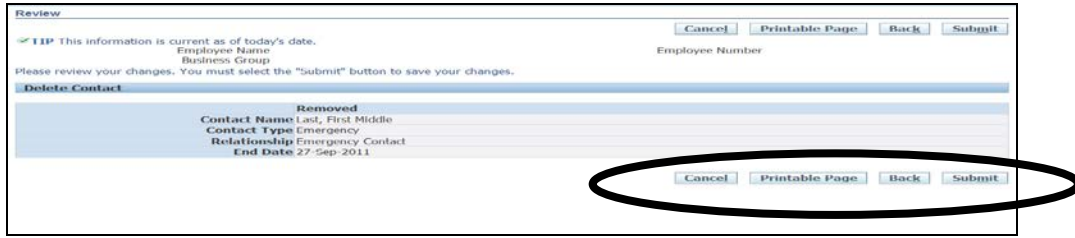
Figure 51

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.



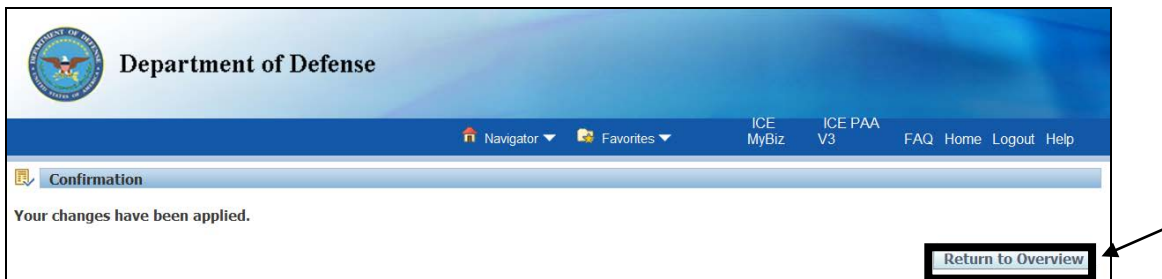
Figure 52

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without removing your contact person, select the **Cancel** button.



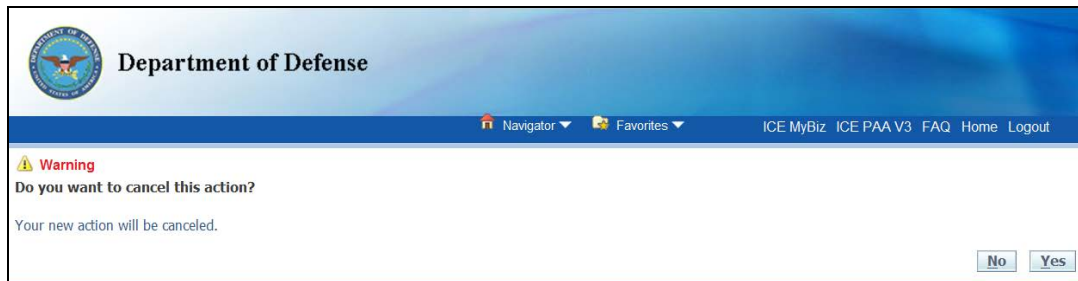
**Figure 53**

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.



**Figure 54**

A 'Warning' page will display if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.



**Figure 55**

## Printing Receipt

To print a receipt, select the **Print Receipt** button.

**Emergency Contact**

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

**Emergency Contact**

Select Emergency Contact   |

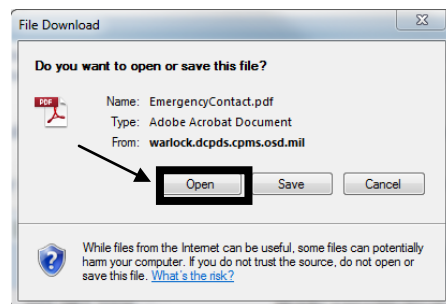
Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/>	Lastname, Firstname Middlename	No	555-987-3216		Middle.name@hotmail.com

---

**TIP** To View or Print your Receipt, press the button below.


**Figure 56**

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the **Open** button.



**Figure 57**

**Printed Receipt**

To print the 'Receipt' (**Figure 58**), select the printer icon  or select 'File> Print'. To exit this page, select 'File > Exit'.

"For Official Use Only - Privacy Act Sensitive Information"	
Employee Name	LAST, FIRST MIDDLE I
Employee Home Address:	123 A Street, AnyCity, AnyState 98701
Employee Email Address:	first.last@work.mil
<b>Contact # 1</b>	
Primary Contact	No
First Name	Firstname
Middle Name	Middlename
Last Name	Lastname
Email Address	Middle.name@hotmail.com
<b>Phone</b>	
Home	555-987-3216
Home Secondary	866-854-5467
<b>Physical Address</b>	
Address Line 1	5501 Ventana Hills Rd Nw
City	Albuquerque
State	NM
Zip Code	87114-5183
Country	US
<p>"Notice: FOR OFFICIAL USE ONLY - this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."</p>	

**Figure 58**



**Education tab** contains employee’s education information.

Select the **Education** tab to ‘view, add or update’ your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the [degree or vocational certificate](#) link.

**Employee**

Employee Name  
Work Email Address

Profile | Disability | Language | Ethnicity and Race | Emergency Contact | **Education** | Training | Certifications/Licenses | Competency Profile | Awards

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide verification purposes. Items that you cannot select can only be updated by HR.

Updates are only needed upon obtaining an additional [degree or vocational certificate](#). For example, you have a Bachelor's degree and you have obtained a Master's de

**TIP** To Add: Select the ADD button.  
To UPDATE: Select the entry and select the UPDATE button.

**Note:** If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employee education entries with a selection button can be updated. For all others, please contact Human Resources to update.

**Education Information**

Select Object: Update | Add

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor
<input type="radio"/>		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study

Figure 59

**Adding Education Information**

To ‘add’ education information, select the **Add** button.

Note: ‘Education Update Source’ will display with either ‘Verified’, or ‘Self Certified’ or be blank in the ‘Education Update Source’ data field column. You can only update education information with ‘Self Certified’. You cannot update education information with ‘verified’ and 'no information' since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.

**Education Information**


Select Object: Update | **Add**

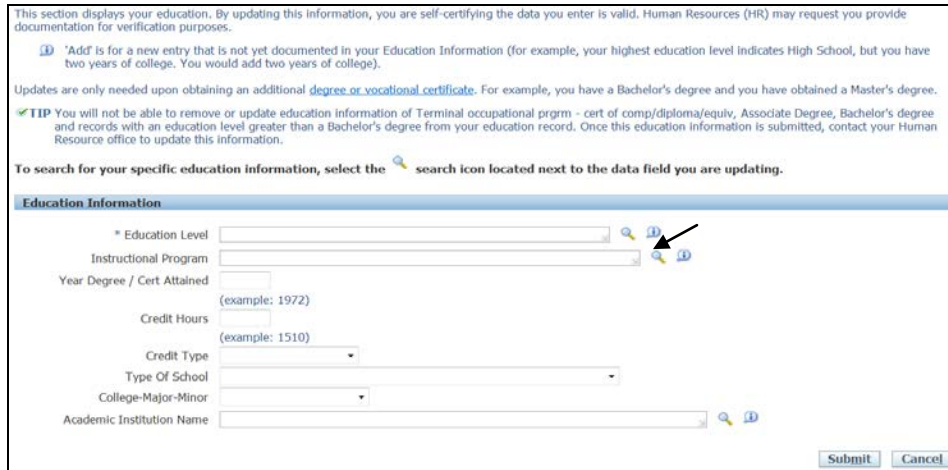
Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College	Minor Field of Study	The University of Texas at El Paso, El Paso TX
<input type="radio"/>		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)
<input type="radio"/>	Self Certified	terminal occupational program cert of comp/diploma/equiv	Computer Engineering Technologies/ Technicians, Other (151299)	2011	0040	Other (Classroom)	Vocational, Trade or Tech School (Above High School Level)	Major Field of Study	New Mexico Institute of Mining and Technology, Socorro NM

Figure 60


The ‘Add’ page displays. Enter information for your educational update below. For additional information on a specific data field, select the .




Note: To search for your specific education information, select the  magnifying glass located next to the data field you are updating.




This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.



 'Add' is for a new entry that is not yet documented in your Education Information (for example, your highest education level indicates High School, but you have two years of college. You would add two years of college).



Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

 **TIP** You will not be able to remove or update education information of Terminal occupational prgrm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  search icon located next to the data field you are updating.

**Education Information**

\* Education Level   

Instructional Program   



Year Degree / Cert Attained   
(example: 1972)

Credit Hours   
(example: 1510)

Credit Type

Type Of School

College-Major-Minor


Academic Institution Name   

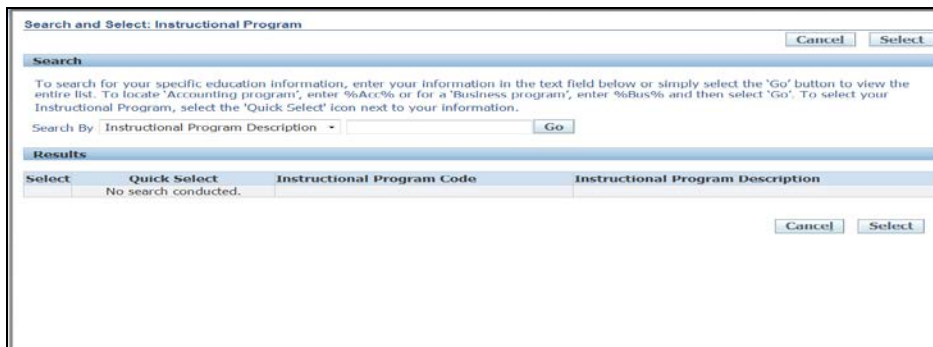
**Figure 61**

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

Vocational/ Occupational Schools – certificate or diploma  
Associates Degree

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the  . The following Search screen displays.



**Search and Select: Instructional Program**

**Search**

To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Accounting program', enter %Acc% or for a 'Business program', enter %Bus% and then select 'Go'. To select your Instructional Program, select the 'Quick Select' icon next to your information.


Search By: Instructional Program Description

**Results**

Select	Quick Select	Instructional Program Code	Instructional Program Description
	No search conducted.		

**Figure 62**




To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select'  icon next to your selection. To view more information, select the [Next 10](#) link (see **Figure 63**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For 'Education Level' you may enter the beginning portion of the item name if known, such as %high%, assoc%, %college%, or %degree%. For 'Academic Institution' you may type the beginning portion of the item name if known, such as %TX% or %A&M% and select 'Go' or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

For 'Instructional Program' you may type the beginning portion of the item name if known, such as %Science%, %Law%, %Educ% and select 'Go' or %Not Applicable%.

Note: 'Not Applicable' is only used for 'Vocational/Occupational Schools – certificate or diploma received' and for LN/NAF employee entries.

Once information is located, select it by selecting the 'Quick Select'  icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.




**Figure 63**



The selected information auto populates into the appropriate data field.



Note: If you select 'Vocational/ Occupational Schools - certificate or diploma received', 'Associate Degree', 'Select' and higher education levels, you must enter data in all the fields.



To search for your specific education information, select the  search icon located next to the data field you are updating.

**Education Information**

\* Education Level:   

Instructional Program:   

Year Degree / Cert Attained:  (example: 1972)

Credit Hours:  (example: 1510)

Credit Type:

Type Of School:

College-Major-Minor:






Academic Institution Name:   



Figure 64

Once all the applicable information is entered, select the 'Submit' button.

To search for your specific education information, select the  search icon located next to the data field you are updating.

**Education Information**

\* Education Level:   

Instructional Program:   

Year Degree / Cert Attained:  (example: 1972)

Credit Hours:  (example: 1510)

Credit Type:

Type Of School:

College-Major-Minor:



Academic Institution Name:   

Figure 65

Before education information is updated into the system, 'Electronic Signatures' must be completed. To Electronically Sign and verify Education information, select the 'Process Transaction' button.

\*\*\* ELECTRONIC SIGNATURE \*\*\*

**WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.**

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

Figure 66



Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

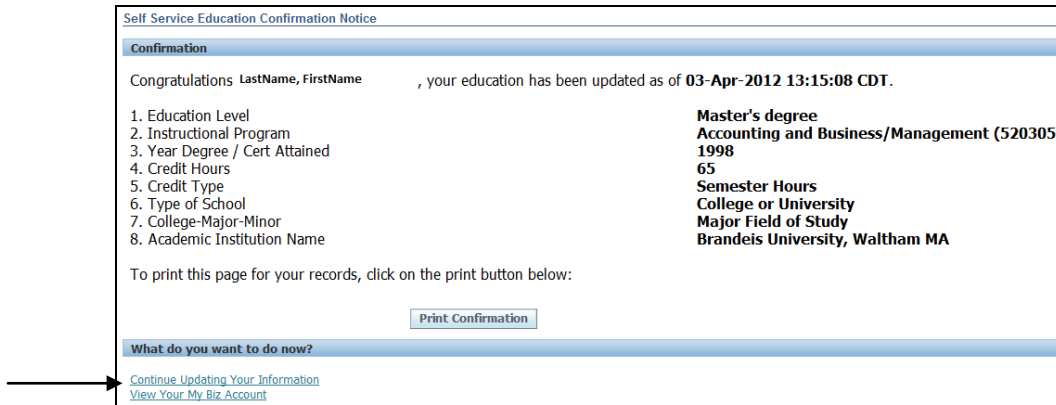


Figure 67

**Updating Education Information**

Education information 'added' via 'MyBiz', Update My Information will read 'Self Certified' in the Education Update Source column. 'Update' existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.



Figure 68

Note: Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable. If entries are not updateable, the button in the select column will be grayed out. If you attempt to update one of those records, you will receive the warning shown in **Figure 69**.

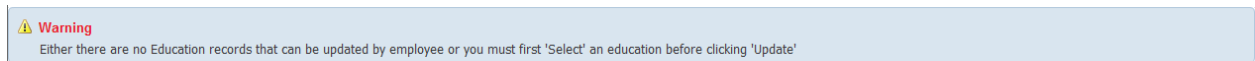



Figure 69




The 'Update' page displays with existing information auto populating in the data fields (see **Figure 68**). For additional information on a specific data field, select the .

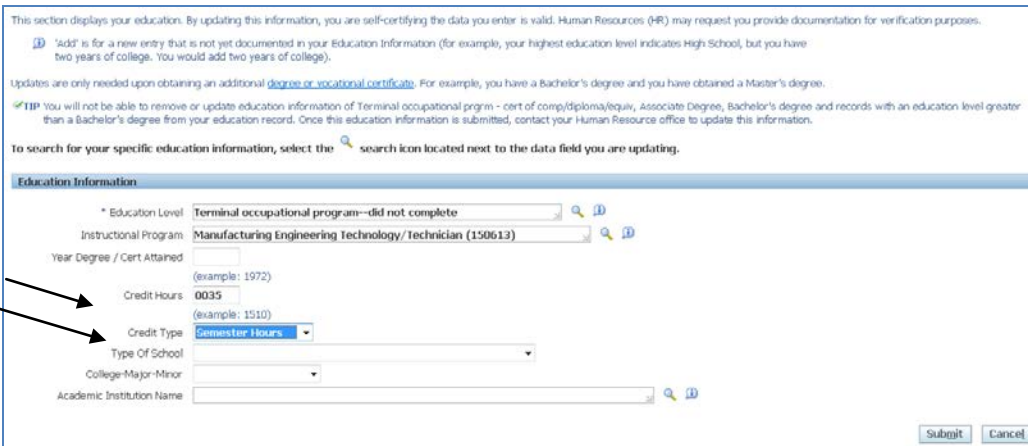
Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via 'MyBiz', Update My Information- Education':

Vocational/ Occupational Schools – certificate or diploma, Associate's Degree  
Bachelor's Degree, and all other educational levels higher than a Bachelor's Degree.

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.

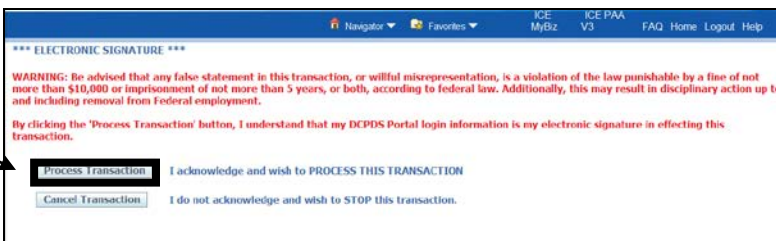
To search for information for a specific data field, select the  or update your information and then select the 'Submit' button.

Note: In this example, 'Credit Hours' and 'Credit Type' were updated.



**Figure 70**

Before education information is updated into the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.



**Figure 71**



Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

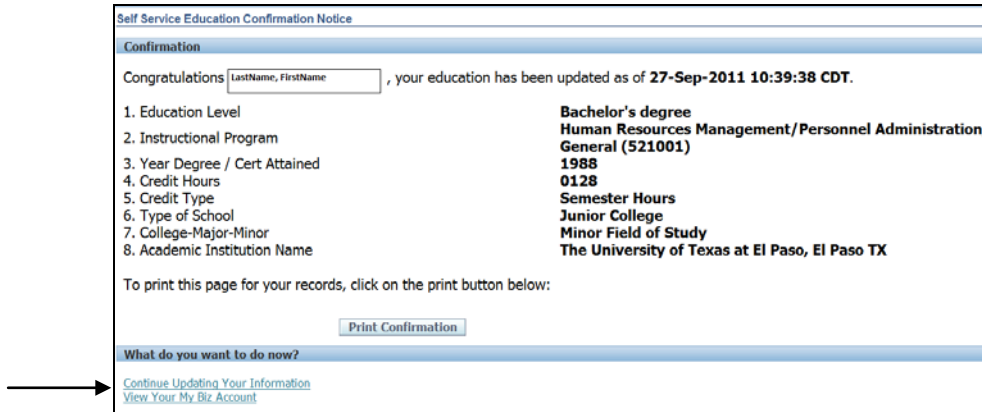


Figure 72

Updated 'Education Information' displays.

Select Object: <input type="button" value="Update"/>   <input type="button" value="Add"/>		Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College	Minor Field of Study	The University of Texas at El Paso, El Paso TX	
<input type="radio"/>		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)	
<input type="radio"/>	Self Certified	Terminal occupational prgrmt-cert of comp/diploma/equiv	Computer Engineering Technologies/Technicians, Other (151299)	2011	0040	Other (Classroom)	Vocational, Trade or Tech School (Above High School Level)	Major Field of Study	New Mexico Institute of Mining and Technology, Socorro NM	

Figure 73



The **Training tab** contains employee’s training information.

Select the **Training** tab to add or delete your training information. The link takes you to the Training Information page (**Figure 74**).

The screenshot shows the 'Training' tab selected in a navigation bar. Below the tabs, there is a section titled 'Training Information' with instructions and a table. The table has columns for 'Trng Update Source', 'Trng Course Title', 'Trng Start Date', and 'Trng End Date'. One entry is visible with 'Self Certified' as the source and 'ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS' as the title.

Select Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/> <a href="#">Show</a>	Self Certified	ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS	03-Aug-2010	05-Aug-2010

**Figure 74**

**Adding Training Information.** To add training information, select the **Add** button (**Figure 75**).



Note: The ‘Trng Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Trng Update Source’ data field column. To update training information that is ‘Self Certified’ as noted by an active radio button, you must delete the entire entry and then “Add” the course data. You cannot update training information with ‘Verified’ since this information was previously entered and verified by Human Resources. In this view, note that the ‘Verified’ training course entry is grayed out and not updateable. Additionally, ‘Verified’ training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.

The screenshot shows the 'Training Information' page with the 'Add' button highlighted. The table below shows three entries. The first entry is 'Self Certified' and is active. The other two entries are 'Verified' and are grayed out.

Select Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input checked="" type="radio"/> <a href="#">Show</a>	Self Certified	ALL CAPS FOR COURSE TITLE	26-Sep-2011	30-Sep-2011
<input type="radio"/> <a href="#">Show</a>	Verified	ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS	03-Aug-2010	05-Aug-2010
<input type="radio"/> <a href="#">Show</a>	Verified	ACQ 450 (DAU) LEADING IN THE ACQUISITION ENVIRONMENT	27-Jul-2010	29-Jul-2010

**Figure 75**





The 'Add Training Information' page displays (**Figure 76**). Enter information for your training update below. For additional information on a specific data field, select the . In some instances, the  will reference the Office of Personnel Management (OPM) Standard Form (SF)-182 (Authorization, Agreement and Certification of Training), so a link has been provided to allow quick access to a blank SF-182.



**Figure 76**

Notes:

1. To search for your specific training information, select the magnifying glass  or  dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
  - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. In instances where the training submitted includes a day beyond the 12<sup>th</sup> of the month, the system will display a format error.
  - Entry of **future dates will result in an error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
  - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).
3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.



\* Indicates required field

\* Course Title

\* Training Start Date

\* Training End Date

**Training Details**

\* Training Duty Hours

\* Training Non-Duty Hours

Acquisition School Source

\* Training Sub Type Code

\* Training Source Type Code

\* Agency Type Code

\* Training Delivery Type Code

\* Priority Indicator

\* Decision Source

\* Training Purpose Type

**Training Cost Details**

\* Tuition and Fees \$

\* Books & Material Costs \$

Training Travel Indicator

\* Travel \$

\* Per Diem \$

**Other Details**

Course Number Code

\* Training Accreditation Indicator

\* Training Credit


\* Training Credit Type Code

Training Designation Type Code

Training Update Source

Submit Cancel

Figure 77

To search for information for a specific data field, using the , the following Search screen displays (Figure 78)

Search and Select: Agency Type Code

Cancel Select

**Search**

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By  Agency Type Code Description  Go

**Results**

Select	Quick Select	Agency Type Code	Agency Type Code Description
	No search conducted.		

Cancel Select

Figure 78

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the





[Next 10](#) link (**Figure 77**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For ‘Acquisition School Source Description’ you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for ‘Agency Type Code’ you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select ‘Go’ (**Figure 78**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the ‘Quick Select’ icon or selecting the radio button in the ‘Select’ column and then selecting the ‘Select’ button.

**Search and Select: Agency Type Code**

Cancel Select

**Search**

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description  Go

**Results**

Previous 1-10 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		07ACQ	DLA-Acquisition
<input type="radio"/>		07AFB	DLA-Accounting, Auditing, Budget & FinMgt
<input type="radio"/>		07AVN	DLA-Aviation
<input type="radio"/>		07BSM	DLA-Business Systems Modernization
<input type="radio"/>		07BUS	DLA-General Business
<input type="radio"/>		07CIP	DLA-Corporate Intern Program
<input type="radio"/>		07CMM	DLA-Commodities
<input type="radio"/>		07COM	DLA-Communications
<input type="radio"/>		07DAU	DLA-Defense Acquisition University

**Figure 79**



**Search and Select: Agency Type Code** Cancel Select

---

**Search**

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By

---

**Results**

Previous 10 31-40 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		NSPKE	NSPS - iSuccess Web Based Training (Emp)
<input type="radio"/>		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
<input type="radio"/>		NSPPA	NSPS - Change Management (Admin)
<input type="radio"/>		NSPPC	NSPS - Change Management (Counsel)
<input type="radio"/>		<b>NSPPE</b>	NSPS - Change Management (Emp)
<input type="radio"/>		NSPPH	NSPS - Change Management (HR)
<input type="radio"/>		NSPPS	NSPS - Change Management (Supv)
<input type="radio"/>		NSPPT	NSPS - Change Management (TrainTheTrainer)
<input type="radio"/>		NSPPX	NSPS - Change Management (Sr Exec)
<input type="radio"/>		NSPQA	NSPS - Communication (Admin)

Previous 10 31-40 Next 10

**Figure 80**

The selected information auto populates into the appropriate data field (**Figure 78**).

**Add Training Information** Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already deployed in My Biz.

---

**Employee**

Employee Name: **Hahn, Mrs. Jacqueline D**  
 Work Email Address: **jacqueline.puchot.1@us.af.mil**

---

**Training Information**

Training will be documented on a SF 102, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 102 is not available. To view an example of the SF 102 via the CRM website go to <https://www.dpmo.gov/Forms/GetForm?FormID=80271812&Type=High> mouse click on link and select Open in New Window. In some instances, the List of Values provided below will have more than one definition for a code. Select the most appropriate definition.

\* Indicates required field

\* Course Title

\* Training Start Date  \* Training End Date

---

**Training Details**

\* Training Daily Hours  \* Training Non-Daily Hours

Acquisition School Source

\* Training Sub Type Code

\* Training Source Type Code

\* Agency Type Code **NSPS - Change Management (Emp)**

\* Training Delivery Type Code

\* Priority Indicator

\* Decision Source

\* Training Purpose Type  Decision Source

---

**Training Cost Details**

\* Tuition and Fees \$  \* Training Travel Indicator  No

\* Books & Material Costs \$  \* Travel \$  00

\* Per Diem \$  00

---

**Other Details**

Course Number Code

\* Training Accreditation Indicator

\* Training Credit  00 \* Training Credit Type Code  04 - Not Applicable

Training Designation Type Code  Training Update Source  Self Certified

Submit Cancel

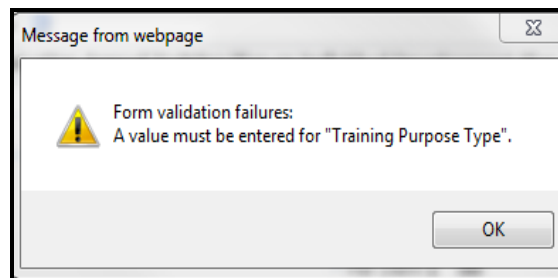
**Figure 81**



Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 79**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (\*), you will receive an error message that indicates the missing value (**Figure 80**).

The screenshot shows a web-based form for training registration. At the top, there is a header with a note: "\* Indicates required field". Below this, several fields are populated: Course Title "NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS", Training Start Date "02-Mar-2008", and Training End Date "02-Mar-2008". The form is divided into sections: "Training Details" with fields for Training Duty Hours (04), Training Non-Duty Hours (00), Acquisition School Source, Training Sub Type Code (32 - Federally Mandated Training), Training Source Type Code (01 - Government Internal), Agency Type Code (NSPS - Change Management (Emp)), Training Delivery Type Code (03 - Technology Based), Priority Indicator (Critical/Mandated), Decision Source (Mandated NDT Organization Annual Training Plan or Individual Development Plan), and Training Purpose Type (04 - Future Staffing Needs). "Training Cost Details" includes Tuition and Fees (\$00), Books & Material Costs (\$00), Training Travel Indicator (No), Travel (\$00), and Per Diem (\$00). "Other Details" includes Course Number Code, Training Accreditation Indicator, Training Credit (00), Training Credit Type Code (04 - Not Applicable), Training Designation Type Code, and Training Update Source (Self Certified). At the bottom right, "Submit" and "Cancel" buttons are circled in red.

**Figure 82**



**Figure 83**

Before training information is updated into the system, an ‘Electronic Signature’ must be completed. To Electronically Sign and verify training information, select the ‘Process Transaction’ button (**Figure 84**).

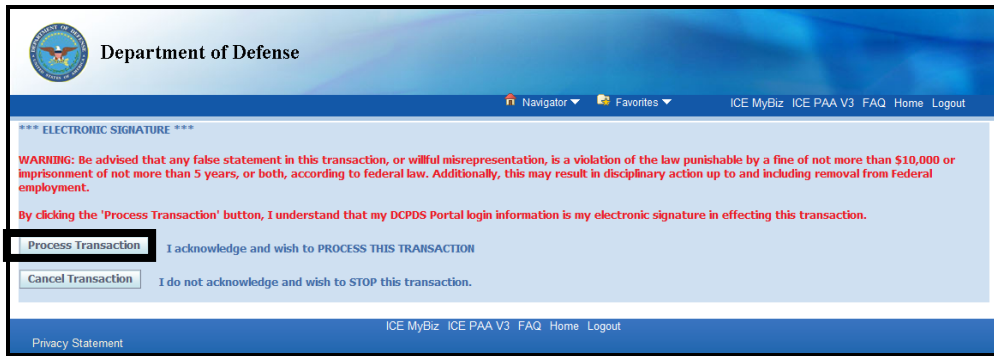


Figure 84

Once you select the 'Process Transaction' button, a 'Confirmation' page (Figure 82) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

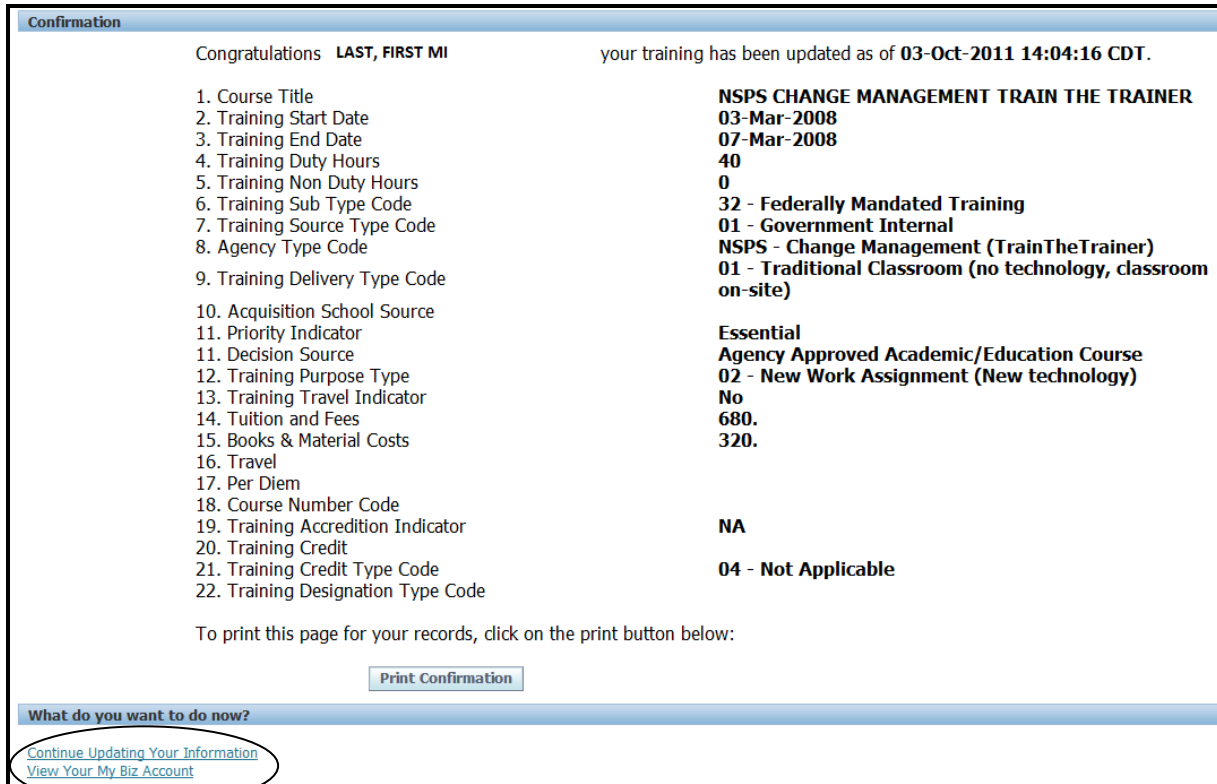
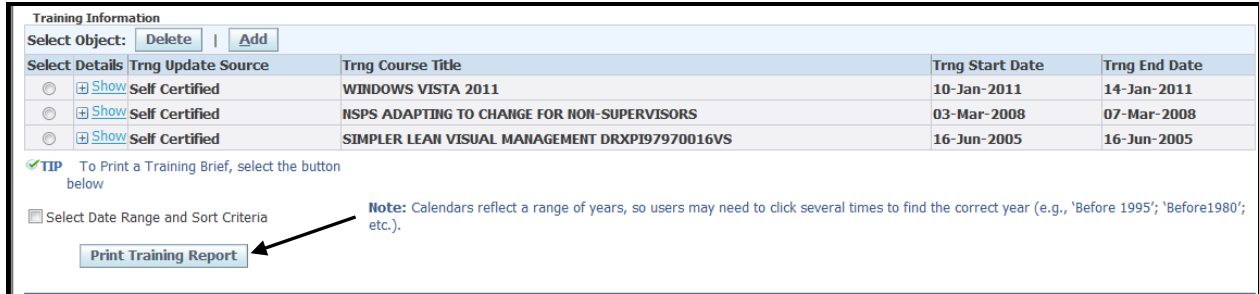


Figure 85

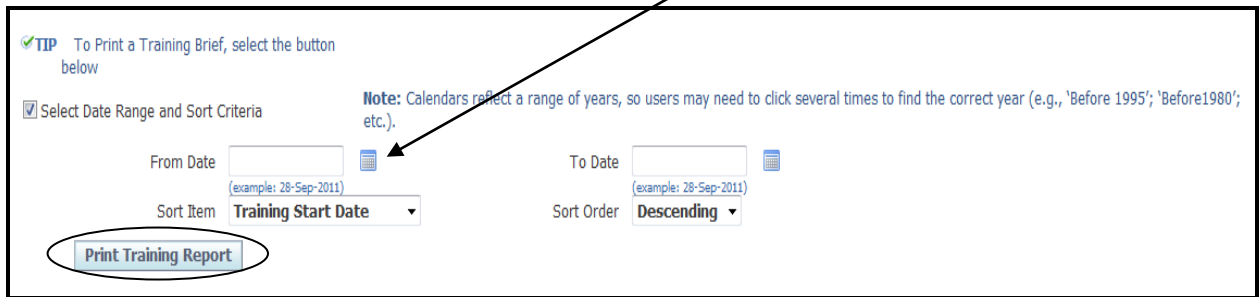


Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view (**Figure 86**), you are able to print a report and have the option of selecting the date range and sort criteria.



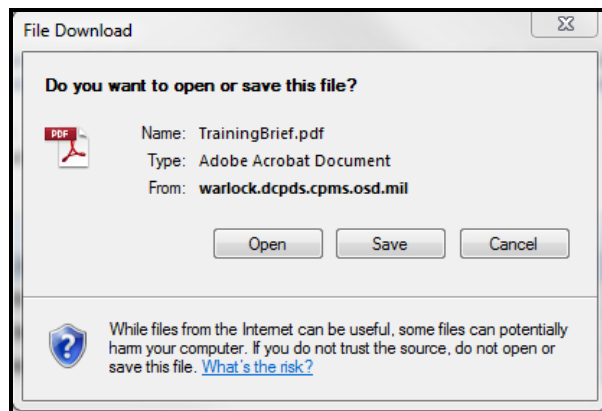
**Figure 86**

If you choose to select a date range/sort, you are prompted to provide necessary selections (**Figure 87**).




**Figure 87**

Once selections are made or you choose to print all, select 'Print Training Report' (**Figure 86**). You will receive a File Download prompt (**Figure 88**) with the options of opening and printing the file, or saving to your personal computer.



**Figure 88**

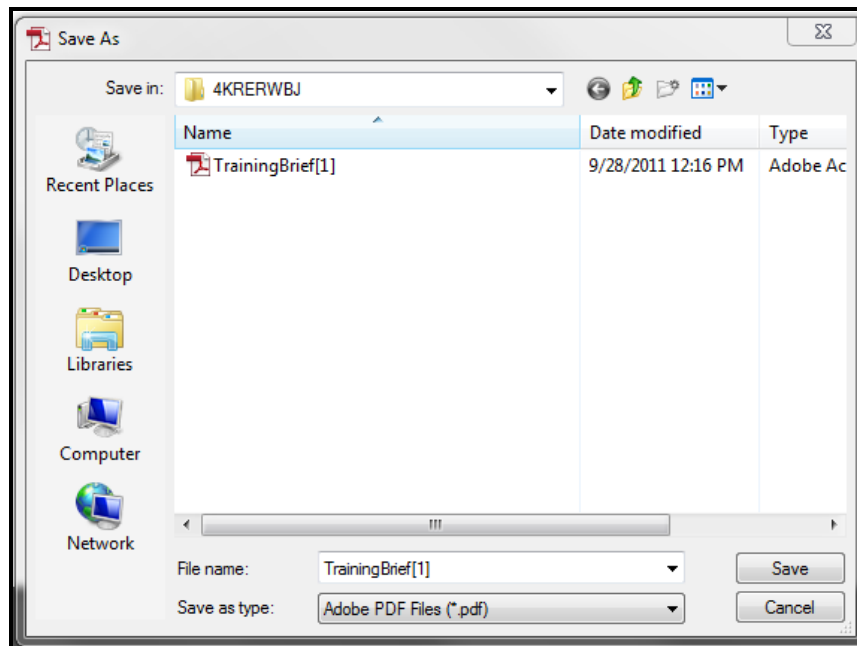
If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 89**).

If there is more than one page, you will need to select the down arrow  to obtain the succeeding pages.

Completed Training History for									
TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
10-JAN-2011	14-JAN-2011	WINDOWS VISTA 2011	40	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified
03-MAR-2008	07-MAR-2008	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	4	03 - Technology Based (Software tutorials, CD ROM, Web-based, interactive media,		00	04 - Not Applicable		Self Certified
16-JUN-2005	16-JUN-2005	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	8	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified

**Figure 89**

Should you choose the save option in **Figure 88**, you will be prompted to select the location for the file (**Figure 90**).



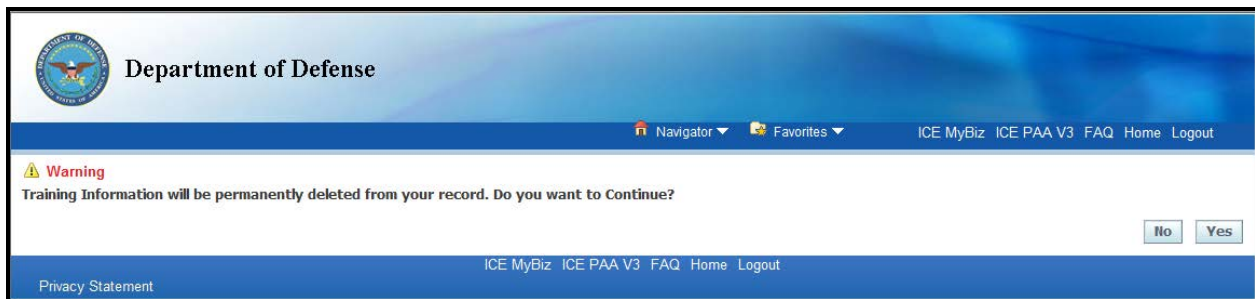
**Figure 90**

**Deleting Training Information.** Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the **Delete** button (**Figure 91**).



**Figure 91**

You will receive a warning prompting another decision (**Figure 92**).



**Figure 92**

If you select 'No', you will be returned to the Training Information view (**Figure 92**).  
If you select 'Yes', you will receive a notice confirming the deletion (**Figure 93**).

**Confirmation**

Congratulations **Last, First** your training has been deleted as of **DD-MON-YYYY HH:MM:SS**

1. Course Title	<b>NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS</b>
2. Training Start Date	<b>03-Mar-2008</b>
3. Training End Date	<b>07-Mar-2008</b>
4. Training Duty Hours	<b>04</b>
5. Training Non Duty Hours	<b>00</b>
6. Training Sub Type Code	<b>32 - Federally Mandated Training</b>
7. Training Source Type Code	<b>01 - Government Internal</b>
8. Agency Type Code	<b>NSPS - Change Management (Emp)</b>
9. Training Delivery Type Code	<b>03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,</b>
10. Acquisition School Source	
11. Priority Indicator	<b>Critical/Mandated</b>
11. Decision Source	<b>Mandated NOT Organization Annual Training Plan or Individual Development Plan</b>
12. Training Purpose Type	<b>04 - Future Staffing Needs</b>
13. Training Travel Indicator	<b>No</b>
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	<b>Not Applicable</b>
20. Training Credit	
21. Training Credit Type Code	<b>04 - Not Applicable</b>
22. Training Designation Type Code	

To print this page for your records, click on the print button below:

---

**What do you want to do now?**

[Continue Updating Your Information](#)  
[View Your My Biz Account](#)

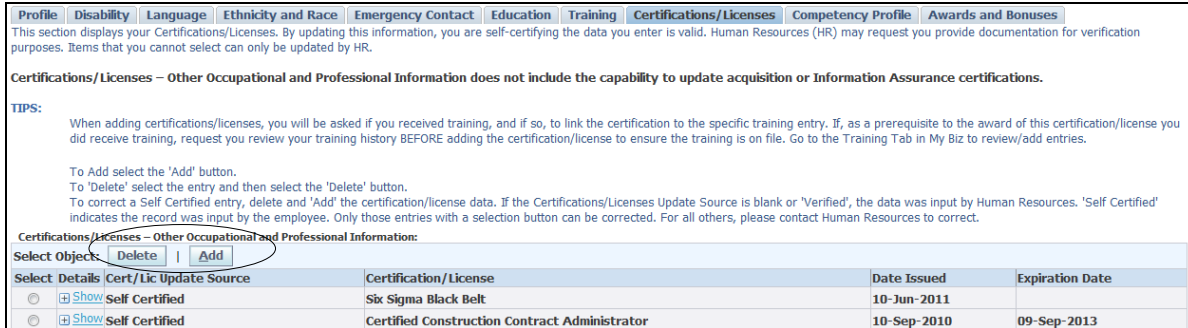
**Figure 93**





The **Certifications/Licenses** *tab* contains employee’s Certifications/Licenses information.

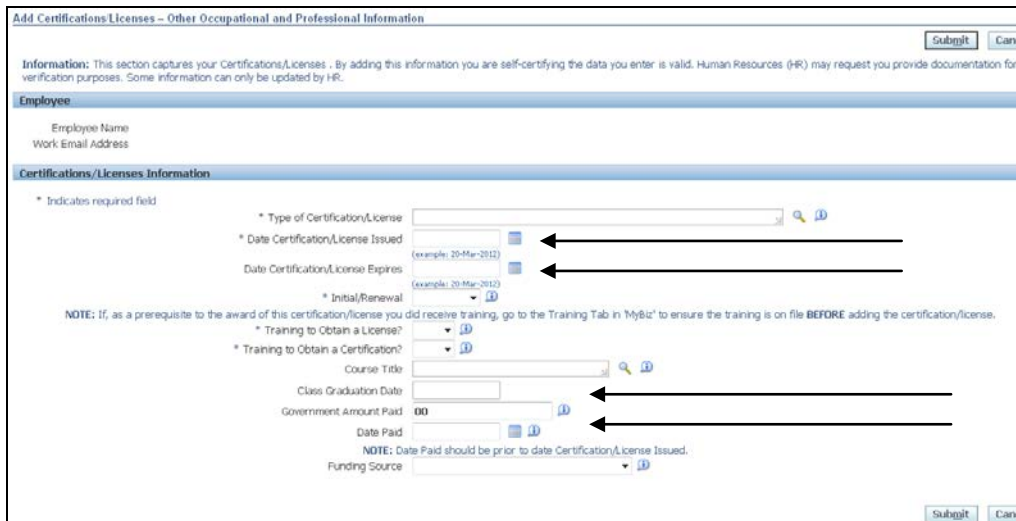
Select the **Certifications/Licenses** tab to add or delete your certifications/license information. The link takes you to the Certifications/Licenses page (**Figure 94**).



**Figure 94**


**Adding Certification/Licenses Information.** To add certification/licenses information, select the **Add** button (**Figure 95**).

Note: The ‘Cert/Lic Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Cert/Lic Update Source’ data field column To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.






**Figure 95**



The 'Add' page displays (**Figure 95**). Enter information for your certification/license update below. For additional information on a specific data field, select the .

Notes:

1. To search for your specific certification/license information, select the magnifying glass  or  dropdown located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
  - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
  - Calendars **reflect a range of years, so users may need to select several times** to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).
3. If there are costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

To search for information for a specific data field, using the , the following Search screen displays (**Figure 96**)

Search and Select: Type of Certification/License Cancel Select

**Search**

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Type of Certification/License Description  Go

**Results**

Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description
No search conducted.			

Cancel Select

**Figure 96**

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link. Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Type of Certification/License

Cancel Select

---

**Search**

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Type of Certification/License Description Chief Mate% Go

---

**Results**

Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description
<input type="radio"/>		1LG	Chief Mate Stm & Mtr - Great Lakes
<input type="radio"/>		1MC	Chief Mate Mtr Ltd Coast
<input type="radio"/>		1MO	Chief Mate Mtr Offshore & Oil
<input checked="" type="radio"/>		1MU	Chief Mate Mtr Unitd
<input type="radio"/>		1SC	Chief Mate Stm Ltd Coast
<input type="radio"/>		1SM	Chief Mate Stm & Mtr Unitd
<input type="radio"/>		1SO	Chief Mate Stm Offshore & Oil
<input type="radio"/>		1SU	Chief Mate Stm Unitd

Cancel Select

Figure 97

The selected information auto populates into the appropriate data field (Figure 98).

**Information:** This section captures your Certifications/Licenses . By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

---

**Employee**

Employee Name  
Work Email Address

---

**Certifications/Licenses Information**

\* Indicates required field

\* Type of Certification/License: Chief Mate Mtr Unitd

\* Date Certification/License Issued:

Date Certification/License Expires:

\* Initial/Renewal:

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in 'MyBiz' to ensure the training is on file BEFORE adding the certification/license.

\* Training to Obtain a License?:

\* Training to Obtain a Certification?:

Course Title:

Class Graduation Date:

Government Amount Paid: 00

Date Paid:

NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source:


Submit Cancel

Figure 98



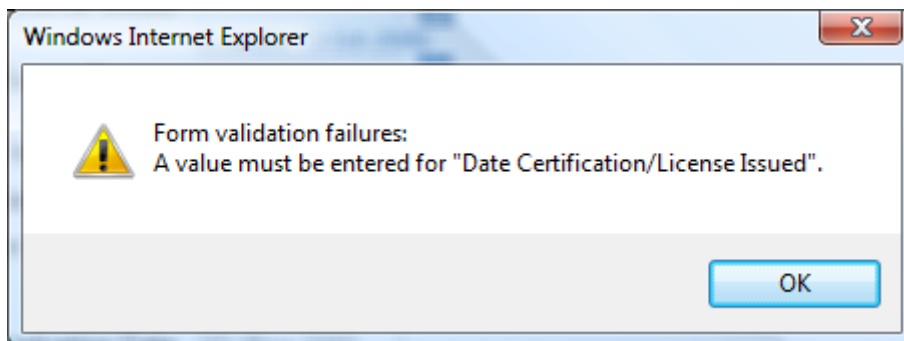
If “Training to Obtain a License” or “Training to Obtain a Certification” is equal to “Yes” then you must select the training “Course Title”.

**NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in ‘My Biz’ to ensure the training is on file BEFORE adding the certification/license.**

If training was received, select the  to list all the training you attended. Then select the appropriate training record to associate with the Certification/License.

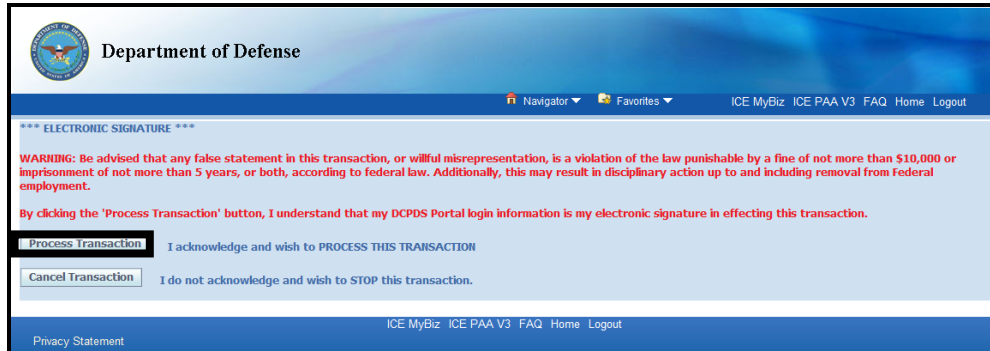
Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 99**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (\*), you will receive an error message that indicates the missing value (**Figure 100**).

**Figure 99**



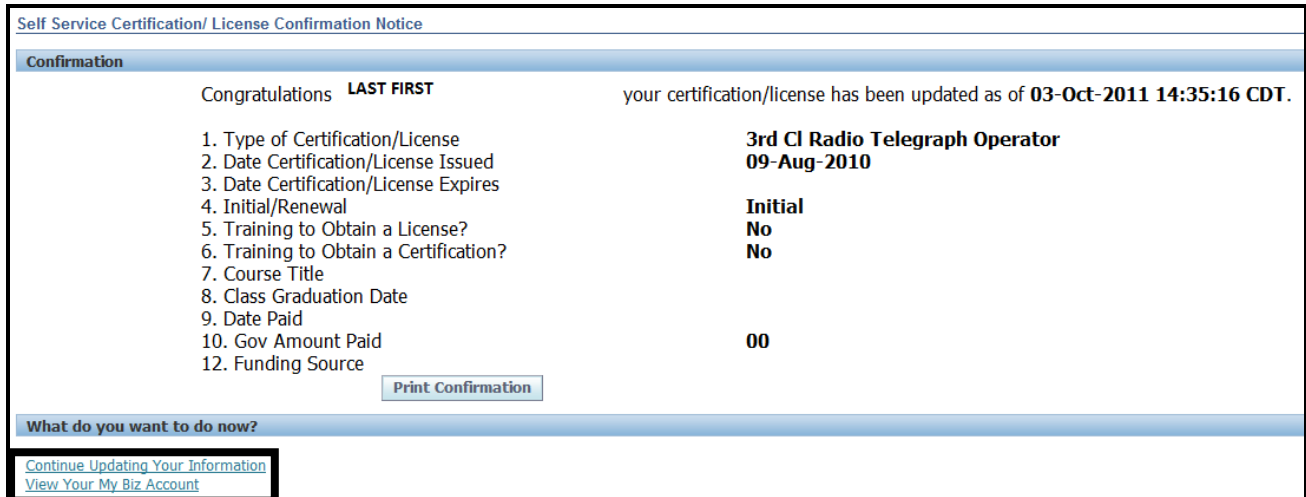
**Figure 100**

Before certifications/licenses information is updated into the system, an ‘Electronic Signature’ must be completed. To electronically sign and verify Certifications/Licenses information, select the ‘Process Transaction’ button (**Figure 101**). If you select ‘Cancel Transaction’, you will be returned to main page of Certifications/Licenses



**Figure 101**


Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page (**Figure 102**) displays allowing you to print your certifications/licenses information. Select the ‘Continue Updating Your Information’ link to continue adding certifications/licenses information.

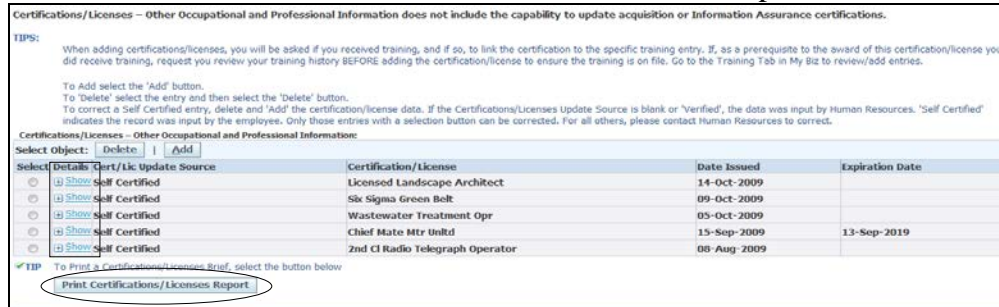


**Figure 102**

Select the ‘View Your ‘MyBiz’ Account’ if you would like to view all certifications/licenses entries.

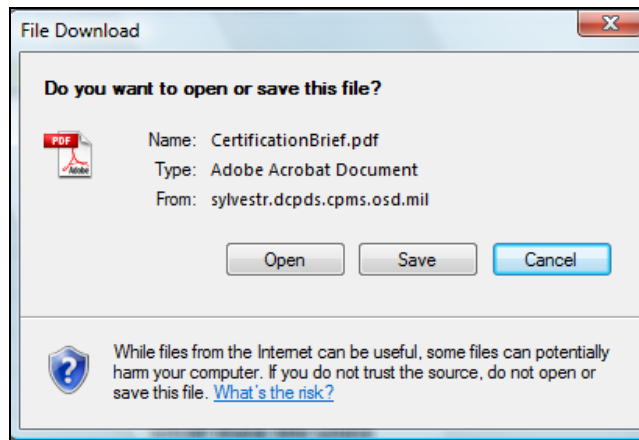


Once in this view (**Figure 103**), you can select  to get more details on the certification/license. There is also a “Print Certifications/Licenses report.”




**Figure 103**

Once you select ‘Print Certifications/Licenses Report’ (**Figure 103**), you will receive a File Download prompt (**Figure 104**) with the options of opening and printing the file, or saving to your personal computer.



**Figure 104**

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 105**).

If the first screen is not the only available screen, you will be able to select the down arrow  to obtain the succeeding pages.

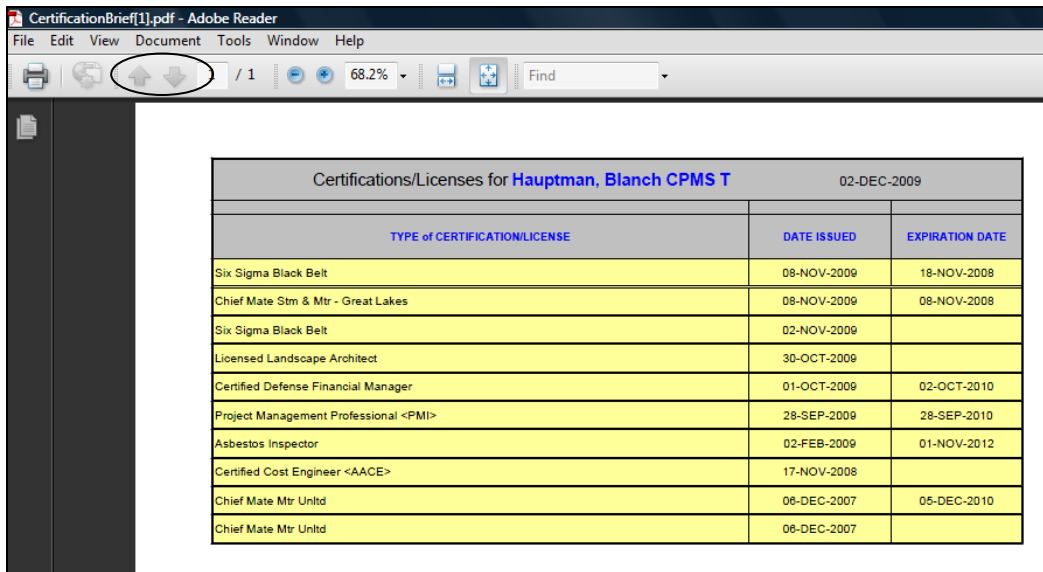


Figure 105

Should you choose the save option, you will be prompted to select the location for the file.

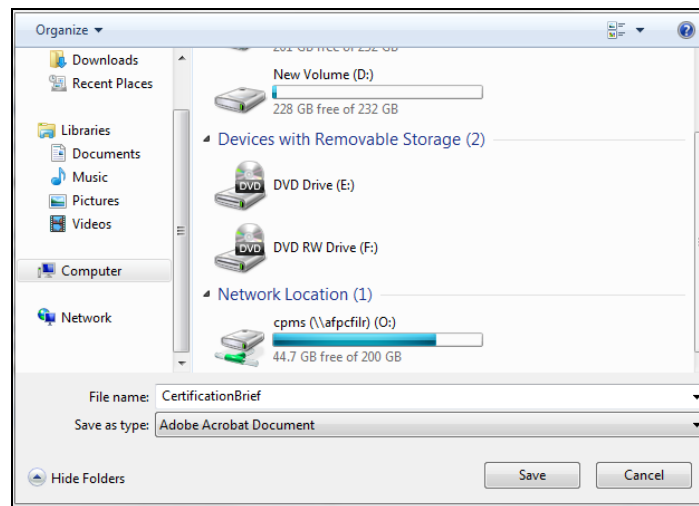
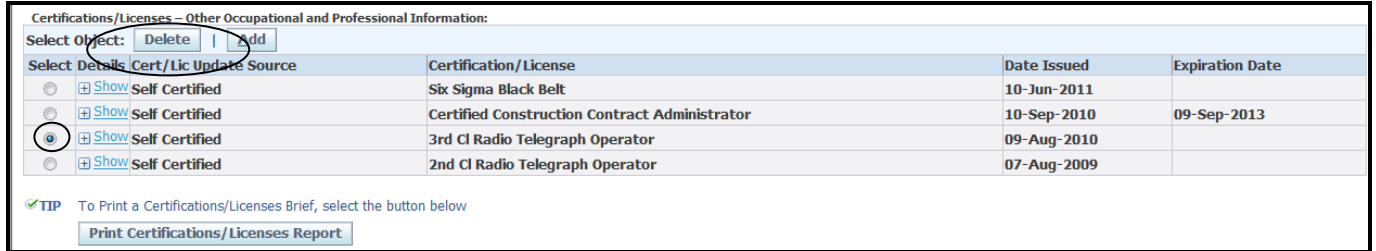


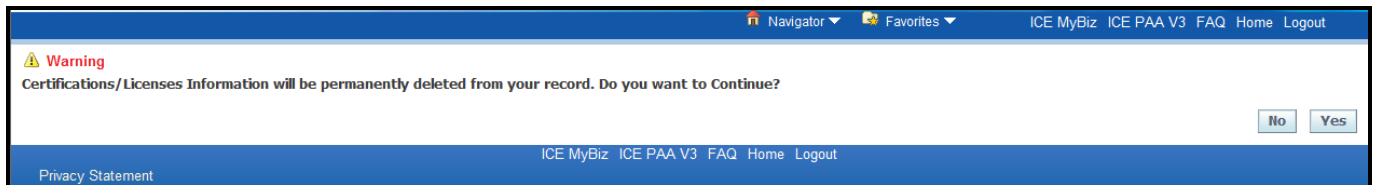
Figure 106

**Deleting Certifications/Licenses Information.** Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the **Delete** button (**Figure 107**).



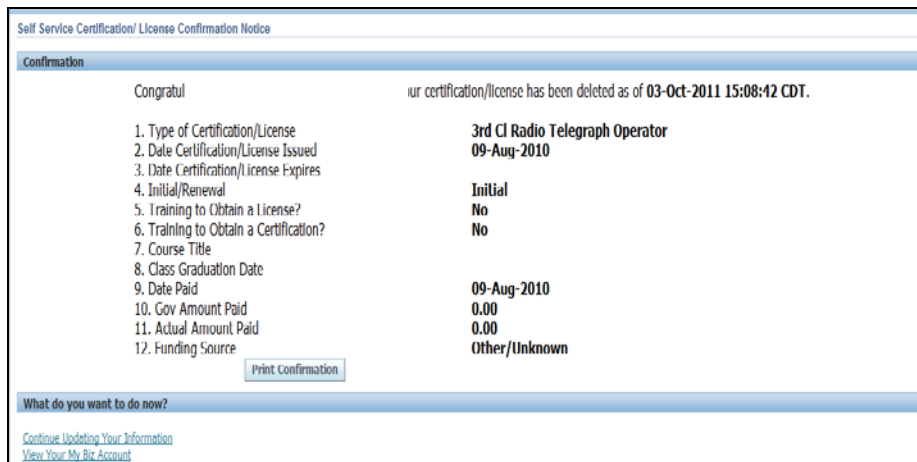
**Figure 107**

You will receive a warning prompting another decision (**Figure 108**).



**Figure 108**

If you select 'No', you will be returned to the Certifications/Licenses Information view. If you select 'Yes', you will receive a confirmation notice for the deletion (**Figure 109**).



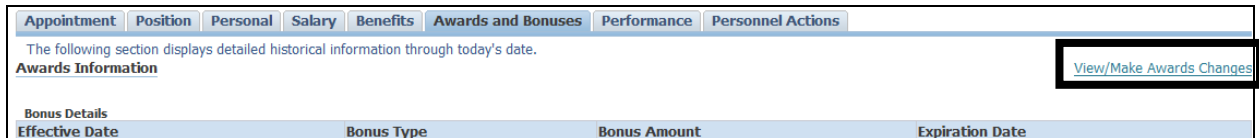
**Figure 109**





The **Awards and Bonuses tab** contains employee’s Awards and Bonuses information. Select the **Awards and Bonuses** tab to take you to the awards information. Please note that user can only add ‘non-monetary awards’. All monetary awards must be added by Human Resources (HR).

Select the link to **View/Make Awards Changes**. The link takes you to the Awards and Bonuses page (**Figure 110**).



**Figure 110**

**Adding Awards Information.** To add awards information, select the **Add** button (**Figure 111**).

Note: The ‘Award Update Source’ column will display with either ‘Verified’ or ‘Self Certified’. To correct a Self Certified entry, delete and 'Add' the Award data. If the Award Update Source is blank or 'Verified', the data was input by HR. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact HR to correct.

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input type="radio"/>	Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/>	Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
<input type="radio"/>	Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
<input type="radio"/>	Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army

**Figure 111**

The ‘Add’ page displays (**Figure 112**). Enter information for your award update. For additional information on a specific data field, select the .

Notes:

4. To search for your specific Award Type and Award Agency information, select the magnifying glass located next to the data field you are updating.
5. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
  - **Note the date format and that hyphens are required.** If ‘03-02-2008’ is entered instead of ‘02-MAR-2008’, the date will be entered as 03-FEB-2008.



**Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).

- Awards earned prior to current assignment start date may now be entered.
- Calendars **reflect a range of years, so users may need to select several times** to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).

**Add Awards (Non Monetary) Information** Submit

Information: This section captures your Awards . By adding non-monetary award you are self-certifying the data you enter is valid. Human Resources (HR) may require you provide documentation for verification purposes.

Tip: An AWARD addition will not be added if the 'Award Information' is an exact match to an award already displayed in MY Biz.

**Employee**

Employee Name  
Work Email Address

**Add Awards Information**

\* Indicates required field

\* Date Award Earned

\* Award Type

\* Award Agency

**Figure 112**

To search for information for a specific data field, using the , the following Search screen displays (**Figure 113**)

Search and Select: Award Type Cancel Select

**Search**

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievement%. Select the "go" button. Select the "Quick Select" icon next to your selection.

Search By: Award Name  Go

**Results**

Select	Quick Select	Award Name	Code
		No search conducted.	

Cancel Select

**Figure 113**

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 25](#) link (**Figure 114**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.



**Search**

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievement%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Award Name [Go]

**Results**

Select	Quick Select	Award Name	Code
<input type="radio"/>		AF Accounting & Finance Civ of Yr	1D
<input type="radio"/>		AF Acquisition Costing Civ of the Year	5U
<input type="radio"/>		AF Association Honor Citation	26
<input type="radio"/>		AF Author of the Year	5X
<input type="radio"/>		AF Civilian Achievement Award	9B
<input type="radio"/>		AF Civilian Award for Valor	V1
<input type="radio"/>		AF Contrib to Fin Mgmt & Compt	V2
<input type="radio"/>		AF Design Excellence Awd	V3
<input type="radio"/>		AF Distinguished EEO Awd of Yr	V4
<input type="radio"/>		AF Eviron Awd for Individ Excellence	2W
<input type="radio"/>		AF Fin Mgmt & Compt of Yr	V5
<input type="radio"/>		AF Financial Analysis Civ of the Year	1W

Figure 114

The selected information populates into the appropriate data field (Figure 115).

**Add Awards Information**

\* Indicates required field

\* Date Award Earned: 08-Apr-2009

\* Award Type: AF Accounting & Finance Civ of Yr

\* Award Agency: Agency for International Development

Figure 115

Select or to either submit or cancel your award information.

Before the award information is updated into the system, an 'Electronic Signature' must be completed. To electronically sign and verify award information, select the 'Process Transaction' button (Figure 116).

\*\*\* ELECTRONIC SIGNATURE \*\*\*

**WARNING:** Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

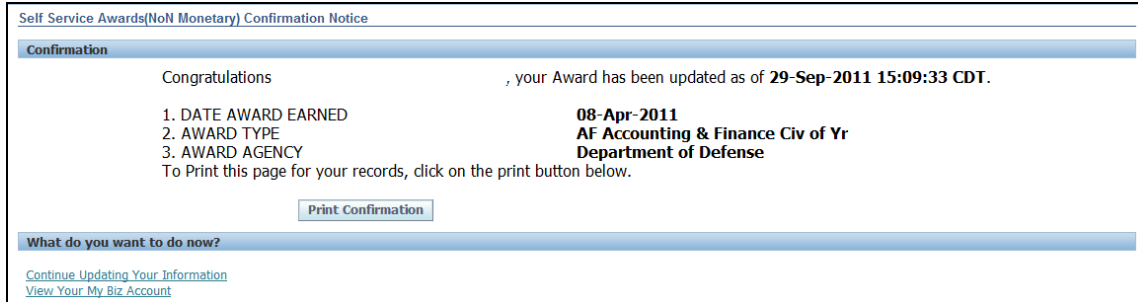
I acknowledge and wish to PROCESS THIS TRANSACTION.

I do not acknowledge and wish to STOP this transaction.

Figure 116

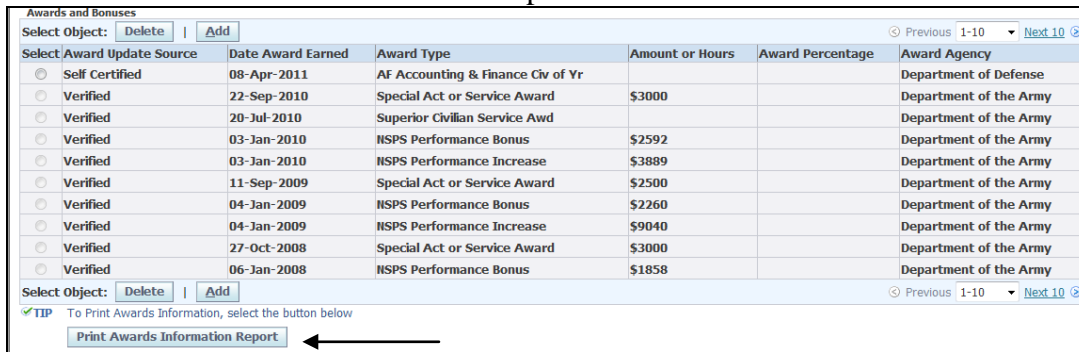


Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 117**) displays allowing you to print your award information. Select the '*Continue Updating Your Information*' link to continue adding award information. If you select 'Cancel Transaction', you will be returned to main page of Awards and Bonuses Tab.



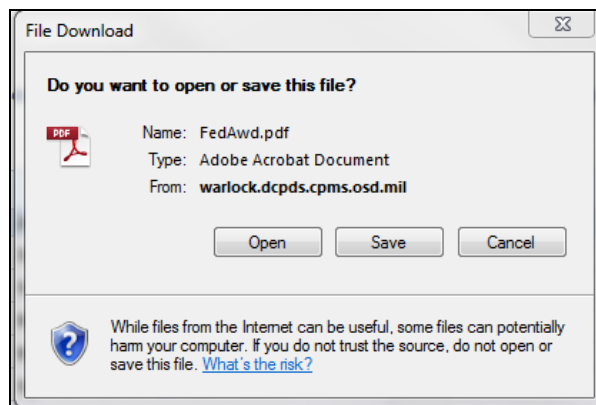
**Figure 117**

You also have a "Print Awards Information Report."




**Figure 118**

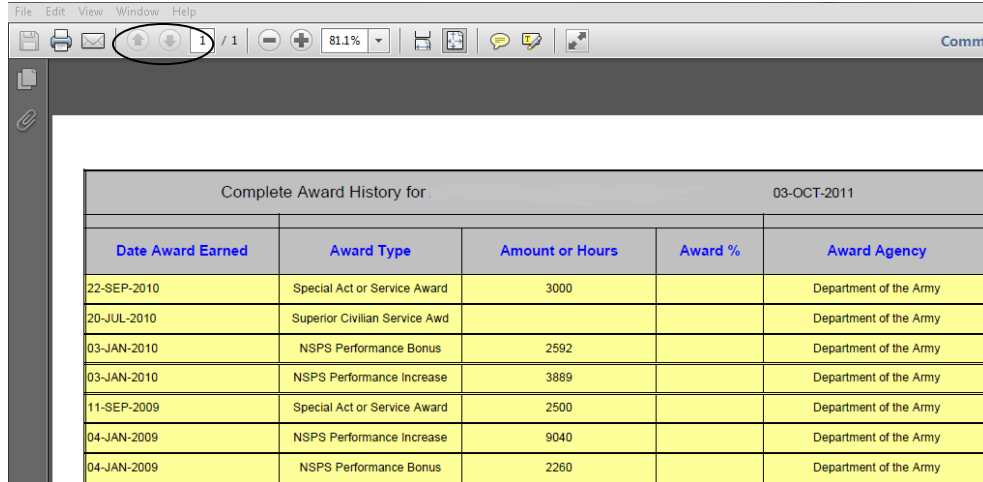
Once you select 'Print Awards Information Report' (**Figure 118**), you will receive a File Download prompt (**Figure 119**) with the options of opening and printing the file, or saving it to your personal computer.



**Figure 119**

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 120**).

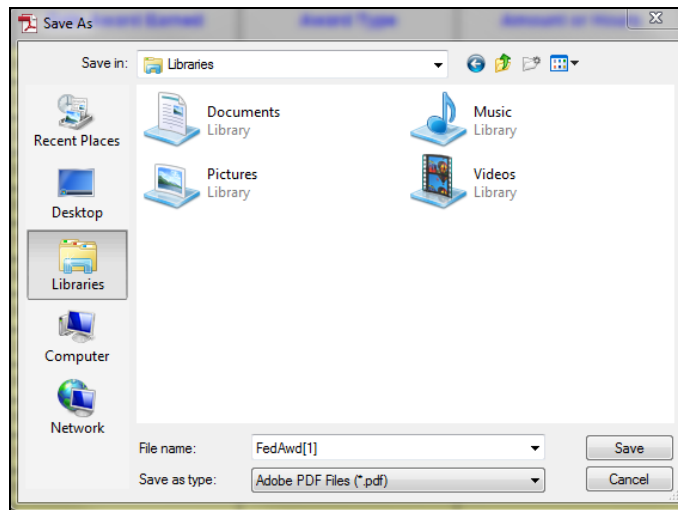
If the first screen is not the only page, you will be able to select the down arrow  to obtain the succeeding pages



Complete Award History for				03-OCT-2011
Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency
22-SEP-2010	Special Act or Service Award	3000		Department of the Army
20-JUL-2010	Superior Civilian Service Awd			Department of the Army
03-JAN-2010	NSPS Performance Bonus	2592		Department of the Army
03-JAN-2010	NSPS Performance Increase	3889		Department of the Army
11-SEP-2009	Special Act or Service Award	2500		Department of the Army
04-JAN-2009	NSPS Performance Increase	9040		Department of the Army
04-JAN-2009	NSPS Performance Bonus	2260		Department of the Army

**Figure 120**

Should you choose the save option in **Figure 119**, you will be prompted to select the location for the file (**Figure 121**).



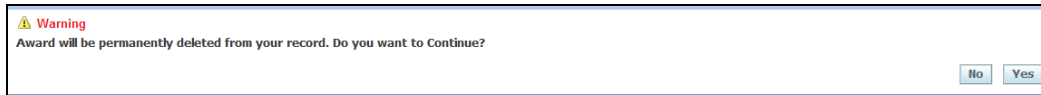
**Figure 121**

**Deleting Awards Information.** Should you choose to delete a self-certified entry, select the radio button for the appropriate Award then select the **Delete** button (**Figure 122**).

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input checked="" type="radio"/>	Self Certified	08-Apr-2011	AF Accounting & Finance Civ of Yr			Department of Defense
<input type="radio"/>	Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/>	Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
<input type="radio"/>	Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
<input type="radio"/>	Verified	04-Jan-2009	NSPS Performance Bonus	\$2260		Department of the Army
<input type="radio"/>	Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army
<input type="radio"/>	Verified	27-Oct-2008	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/>	Verified	06-Jan-2008	NSPS Performance Bonus	\$1858		Department of the Army

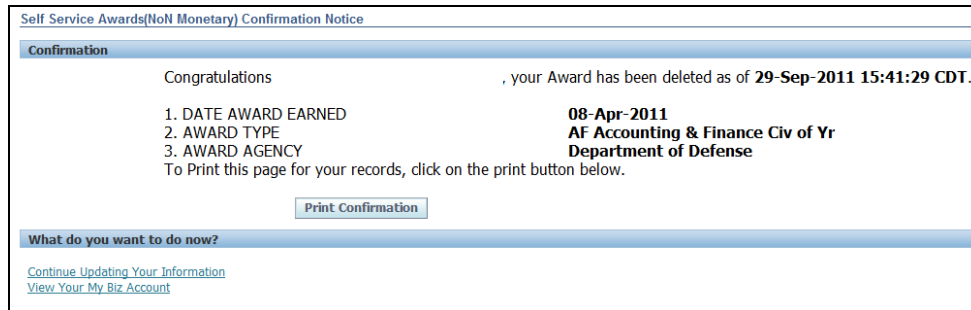
**Figure 122**

You will receive a warning prompting another decision (**Figure 123**). If you select ‘No’, you will be returned to the Awards Information view.



**Figure 123**

If you select ‘Yes’, you will receive a confirmation notice for the deletion (**Figure 124**).



**Figure 124**