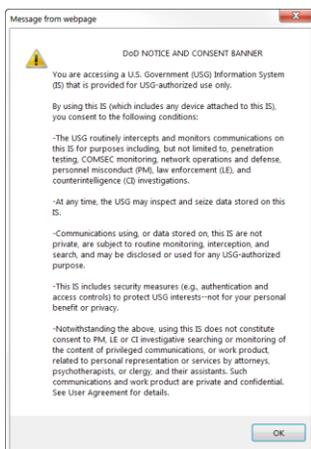




# OCHR STANDARD OPERATING PROCEDURES

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- Already Registered Instructions:** Page 3
- Add Additional Databases/Applications:** Page 4
- Manage My Views in MyBiz+:** Page 5

## DCPDS PORTAL REGISTRATION AND LOGIN



- Go to this website.  
<https://compo.dcpds.cpms.osd.mil>
- Click OK for the DoD Notice and Consent Banner.



- If you have not registered your CAC, click on Register Here. (Do not use the Non-CAC registration)
- If you have already registered, select the 'Smart Card Login' button. After logging in you will select the HR (MyBiz+ Navy) box.
- If you do not see the HR box, follow the Already Registered instructions on page 3.



### Register your username:

- Select a Certificate: Choose your non-email certificate, Click OK.
- Enter your CAC PIN if prompted. (the same PIN you enter to access your computer)



Welcome Doe.John

## DCPDS Smart Card Registration Info

To register or update your Smart Card Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement and follow the instructions below.

Enter your SSN/LN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

**\*\* Important \*\*** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

## Smart Card (CAC) Re-Registration

Select the "Re-Register" button if you received a new Smart Card (CAC) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

## Smart Card (PIV) Re-Registration

Select the "PIV-Re-Register" button if you received a new Smart Card (PIV) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

**\*\* Important \*\*** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

## Non-Smart Card (Non-CAC) Users Registering as a Smart Card User

If you have been issued a Smart Card, enter the appropriate information below and select the "Change to Smart Card Registration" button.

Portal User Name:

Portal Password:

### Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is

- Your name should appear in the top left after the 'Welcome' located above the DCPDS Smart Card Registration.
- Register your CAC using your SSN. Enter your SSN twice. Your SSN can be entered with or without the hyphens.
- If you have trouble registering try choosing 'Smart Card Login' and follow the instructions for Already Registered.
- The next time you login go to the main page and select the 'Smart Card Login' button. After logging in you the HR (MyBiz+ Navy) box.
- If you do not see the HR box try the Already Registered instructions on the next page.

## If You Have Already Registered

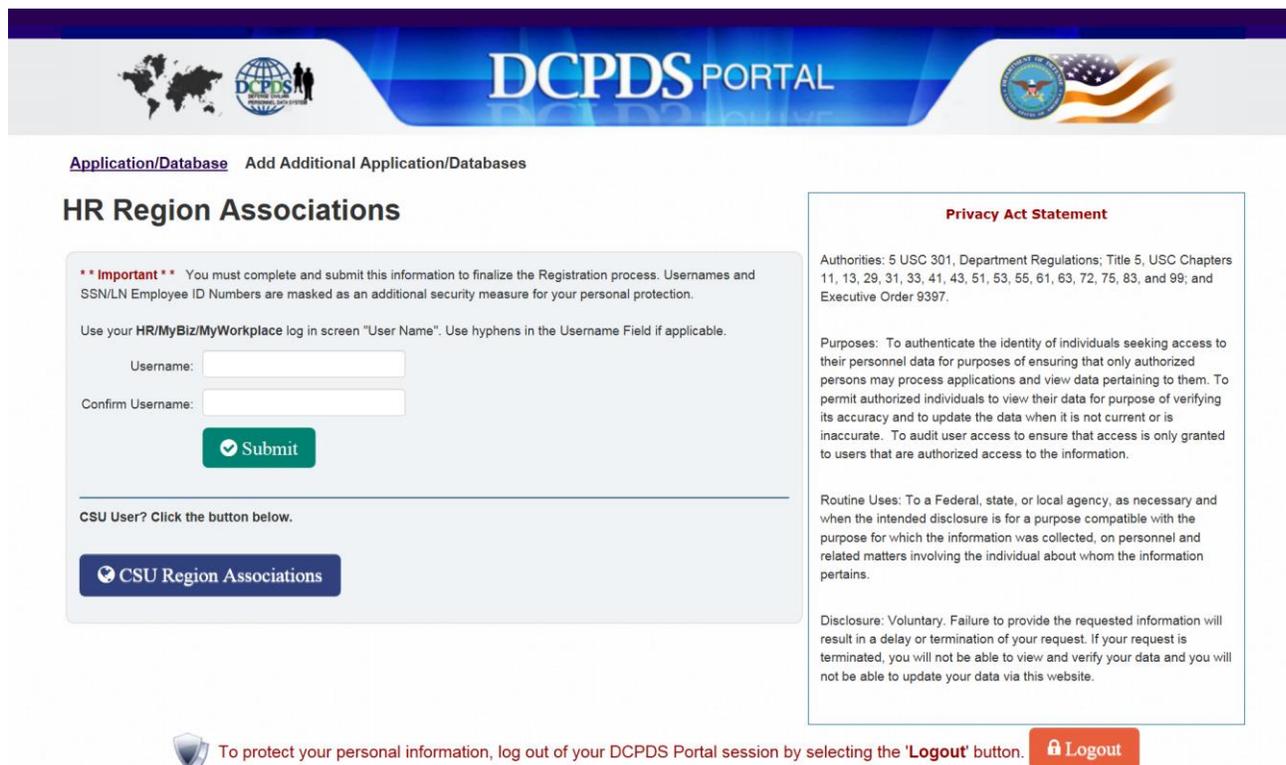
- Select 'Smart Card Login' from the DCPDS Portal page.

### Choose your Path

- Click the HR (MyBiz+ Navy) box.
- Click 'Accept' after reading the Privacy Act Statement.
- If you do not see the HR box click on 'Add Additional Application/ Databases' and follow the instructions on page 4.

## Add Additional Application/Databases

- From the DCPDS Portal page click on Add Additional Application/Databases



**Application/Database** Add Additional Application/Databases

### HR Region Associations

**\*\* Important \*\*** You must complete and submit this information to finalize the Registration process. Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your **HR/MyBiz/MyWorkplace** log in screen "User Name". Use hyphens in the Username Field if applicable.

Username:

Confirm Username:

CSU User? Click the button below.

**Privacy Act Statement**

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.

- Under HR Region Associations: Enter your HR/MyBiz/My Workplace User Name in both lines. Typically, for My Workplace accounts, your username is your SSN which can be entered with or without hyphens. If you have been given a DCPDS account your username will start with MGRA, HROC or SWRR and should be in the email you received when your account was created.
- Click Submit.

NOTE: Do not click on the CSU Region Associations button. The CSU application was decommissioned 2-NOV-2014.

- If you have any questions, please email our Help Desk: [OCHR-San.HelpDesk@navy.mil](mailto:OCHR-San.HelpDesk@navy.mil).

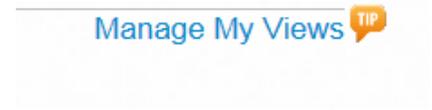
If you have a DCPDS and can log into your MyBiz+ page you may need to add the "Other Responsibilities/Applications" view to your home page before you can access your account. For help with this please see the instructions on page 5.



# OCHR STANDARD OPERATING PROCEDURES

## Managing My Views in MyBiz+

- After you log in to your MyBiz+ page look for “Manage My Views” on the right side at the top of the Home section and click on it.



- Then click on Add.



If you do not see “Add” and only see the “Reset” and “Done” options please see below.

“Add” and only see the “Reset” and “Done” options please see below.

The “Add” selection will not be available once you have the maximum of six views. If you need to add another, you will need to select the ⊗ from the title line of one of the views to remove it from the layout. Once the view has been removed the “Add” selection will be available.

- Add “Other Responsibilities/Applications” which will allow you to access your DCPDS account.

Available My Views		
My Views will be added at the bottom of the shortest column.		
Title	Description	Action
Retirement	My Retirement	Add
Insurance	My Insurance View	Add
Last Personnel Action	My Last Personnel Action View	Add
Pay	My Pay View	Add
Performance Information	Performance Information View	Add
Professional Development	Professional Development	Add
Other Responsibilities/Applications	Other Responsibilities/Applications	Add

Close



# OCHR STANDARD OPERATING PROCEDURES

## HOW TO REMOVE SENSITIVE AREAS FROM MYBIZ+ FOR HR PROFESSIONALS

The new MYBIZ+ homepage defaults to showing a lot of personal information about you, which is great except if you are a HR professional who may be teaching someone or learning something new from someone. Here is how you can remove that information so when you login it is not displayed by default, but you can access it anytime using the buttons at the bottom of the page.



- Once you login click on MANAGE MY

Manage My Views 

VIEWS.

- Each View will have an X in the top right corner. Click on the X for the area(s) you wish to remove from your default login and once done click the DONE link.



Add | Reset | Done 

- If you change your mind and want the default view back, click on Modify my view and RESET to revert back to the defaults.