DCPDS PORTAL REGISTRATION AND LOGIN

- Make sure you have the correct URL: https://compo.dcpds.cpms.osd.mil

- If you have never registered your CAC, do so by clicking on ‘Register’ under Smart Card Access. (Do not go to the Non-CAC registration.)
• You will be asked to choose your digital certificate. Choose the non-Email certificate, as shown below.

• Enter your CAC PIN. (the same PIN you enter to access your computer)
• Make sure you can see your name at the top of the page. (It should match your name in DCPDS.)

![Smart Card Registration](image)

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.

• Enter your SSN with hyphens into the SSN/LN Employee ID Number fields.
• If you have already registered on the portal, you will receive the message below. Click on the ‘Return to Main Login Page’ button.

![DCPDS Portal Page](image1.png)

**Your Account Has Already Been Registered**

An account for this SSN/LN Employee ID has already been registered. Please contact your Help Desk for more information. Select the “Return to Main Login Page” to return to the DCPDS Portal page.

- Back  Return to Main Login Page

• On the main DCPDS Portal page, select ‘Login’ under Smart Card Access.

![Smart Card Access](image2.png)

- Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate.
- First time Smart Card user or need to make name changes? Register before logging in.

• The next page you proceed to will tell you—in the Regions Association box—to choose the Add Additional Applications/Databases Tab.

![DCPDS Portal Page](image3.png)

**Add Additional Application/Databases**

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below.
• Enter your HR/MyBiz/MyWorkplace Username in both HR/MyBiz/MyWorkplace Username fields.  
No password needed. (Typically your username is your SSN with the hyphens, unless you have been given greater access. If you know you have been given greater access, contact your local Human Resources Office to receive the specific username.)

• After entering the username click ‘Submit’. Do Not Enter anything in to the CSU Username and Password field unless otherwise informed to do so. You will be brought to your Navigator Page with the access you have been given (MyBiz, MyWorkplace, etc.)

• After you log out, from now on, you’ll go to the main page and select the ‘Login’ button. You’ll select your certificate and enter your CAC PIN. Then it will direct you to this page. (Make sure you have the correct tab.) Select the ‘Navy Region’ link to return to your Navigator page. (As seen in the graphic below.)
Select the ‘Navy region’ link and this will take you into DCPDS.

If you have questions regarding the actual tool/protocol of MyBiz/MyWorkplace, or require technical support please contact your local HRSC Helpdesk.