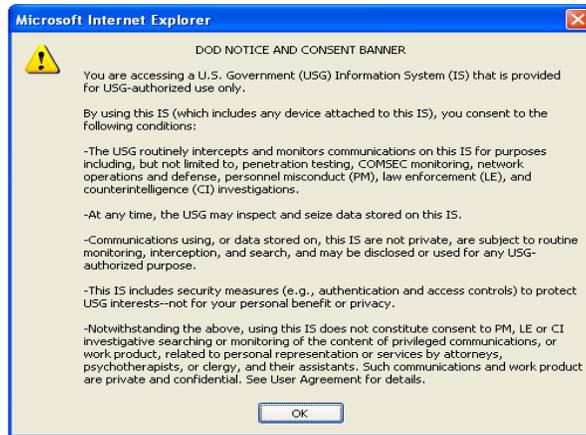
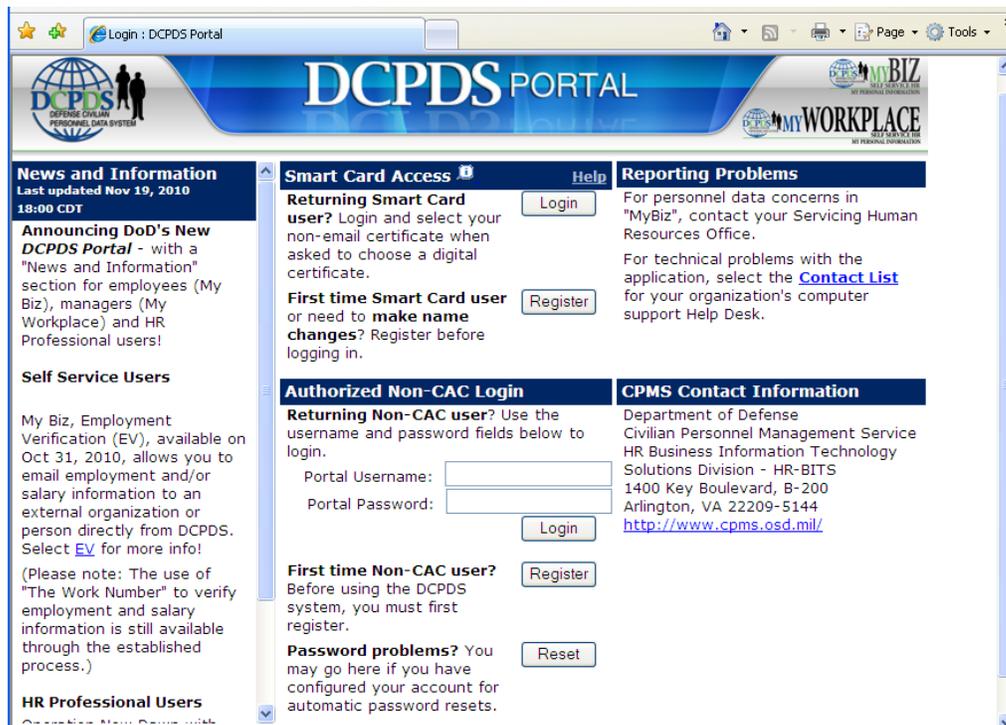


# DCPDS PORTAL REGISTRATION AND LOGIN

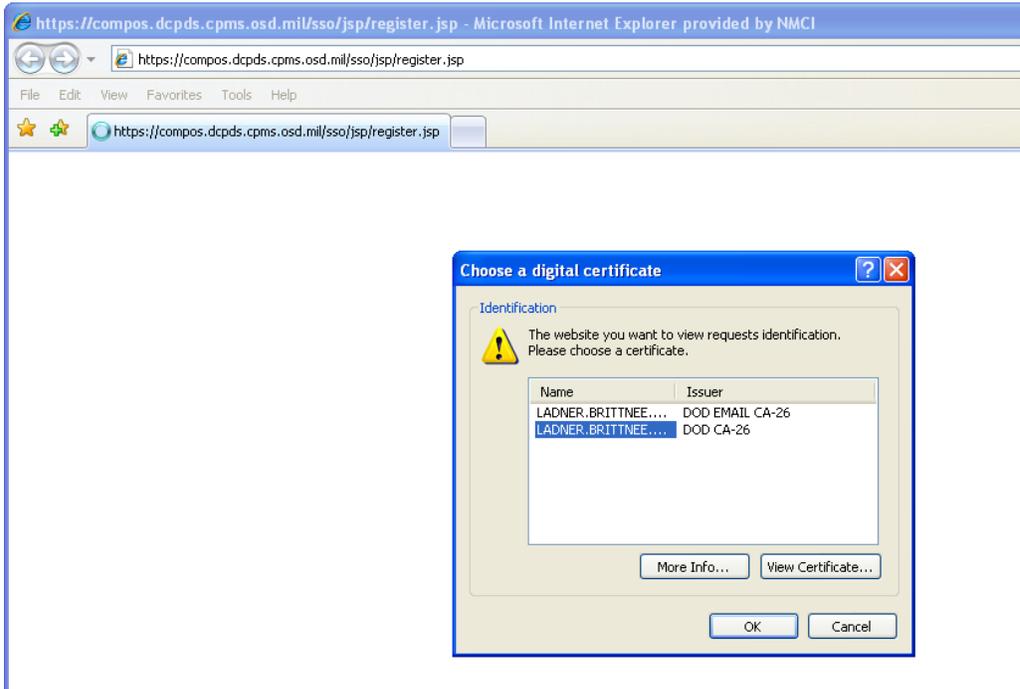
- Make sure you have the correct URL: <https://compo.dcpds.cpms.osd.mil>



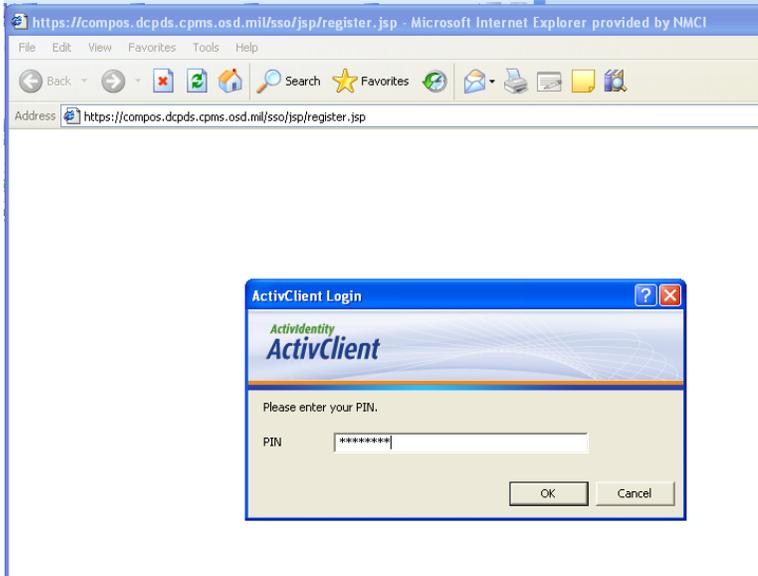
- If you have never registered your CAC, do so by clicking on 'Register' under Smart Card Access. (Do not go to the Non-CAC registration. )



- 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** 

Welcome **LADNER.BRITNEE.N**

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.

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- Enter your SSN with hyphens into the SSN/LN Employee ID Number fields.

**Smart Card Registration** 

Welcome LADNER.BRITNEE.N

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.

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**\*\* 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:

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**CAC Re-Registration**

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

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**PIV Re-Registration**

Select the "PIVRe-Register" button if you received a new PIV card 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:

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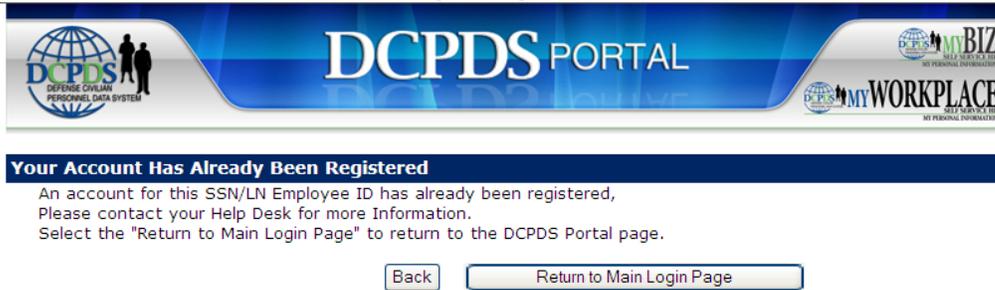
**Non-CAC Users Registering as a Smart Card User**

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:

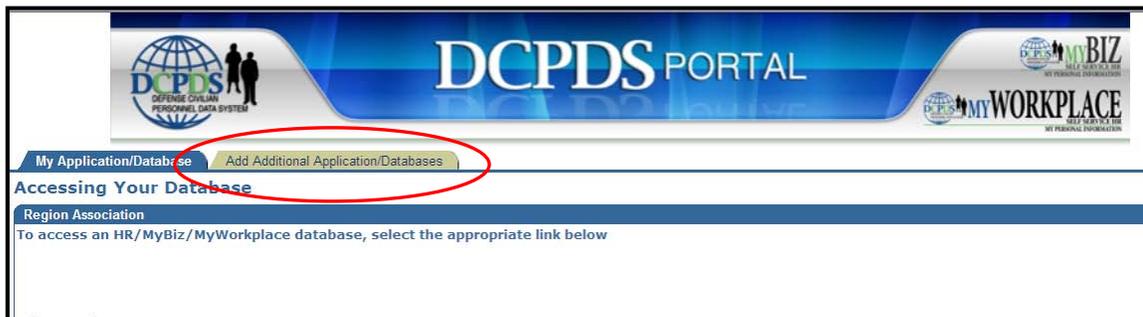
- If you have already registered on the portal, you will receive the message below. Click on the 'Return to Main Login Page' button.



- On the main DCPDS Portal page, select 'Login' under Smart Card Access.



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



- 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.)*

My Application/Database    Add Additional Application/Databases

### Validating Your HR/MyBiz/MyWorkplace Database Information

**Regions Association**

To validate an HR/MyBiz/MyWorkplace account exists for you, enter the required information below and select the "Submit" button.

\*\*\*\*You must complete and submit this information to finalize the Registration process.\*\*\*\*

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

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

HR/MyBiz/MyWorkplace Username:

Confirm HR/MyBiz/MyWorkplace Username:

**CSU Region Association**

To validate a CSU account exists for you, enter the required information below and select the "Submit" button.

\*\*\*\*You must complete and submit this information to finalize the Registration process.\*\*\*\*

Use your CSU log in screen "User Name".

CSU Username:

CSU Password:



- 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.)



# DCPDS PORTAL

My Application/Database

Add Additional Application/Databases

## Accessing Your Database

### Region Association

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[Navy region](#)

To access an CSU Region Database, select the appropriate link 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.