Defense Civilian Personnel Data System (DCPDS)

DCPDS Portal User Guide
Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace user’s easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the DCPDS Portal as

- Common Access Card (CAC) user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization’s Help Desk (see Contact List section under the Reporting Problems on the DCPDS Portal page).
CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

**Note:** Only Components who have implemented the DCPDS Portal will be available for access.

   **Note:** Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

2. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

   **Screen 1: DoD Notice and Consent Banner**

   **Note:** After selecting OK button, the DCPDS Portal page displays.

3. Select the CAC Registration button in the CAC Access region.

   **Screen 2: DCPDS Portal Page**

4. Select your non-email certificate at the Choose a Digital Certificate screen.
5. Select the OK button.

![Screen 3: Choose a Digital Certificate](image)

**Note**: Always select the non-email certificate.

6. Enter your PIN and select the OK button.

![Screen 4: PIN](image)

7. The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
   a. Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
   b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

![Screen 5: DCPDS CAC Registration](image)

c. Select the Register button. After selecting the Register button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

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8. Enter the following in the Regions Association section of the screen:
   a. Enter your HR/My Biz/My Workplace Username.
   b. Confirm your HR/My Biz/My Workplace Username.

   ![Screen 6: DCPDS Regions Association](image1)

   **Note:** For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the **Submit** button.
   - If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.

   ![Screen 7: HR/My Biz/My Workplace Application](image2)
• If your username is validated on multiple databases, the Link Your Portal Account to Your HR/My Biz/My Workplace Applications screen displays.
  a. Choose and select a database using the drop-down list.
  b. Select the Link button to automatically access the HR/My Biz/My Workplace application.

Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

• If your username is not found on a database, an error message displays. Select the Back button and re-enter your information.

Screen 9: Unable to Validate Your Information
CAC User Name Change Process

The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.


2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

3. Select the CAC Registration button in the CAC access region. The DCPDS CAC Registration screen displays.

4. Select the Re-Register button in the CAC Username Change region.

5. You must enter your previous First Name and Last Name in the CAC User Name Change screen.
6. Select the Submit button.

Screen 13: CAC Username Change

Note: The user’s previous DCPDS Portal will be changed to reflect new name. You should proceed to the DCPDS Portal Page, CAC Access Region and select Login.