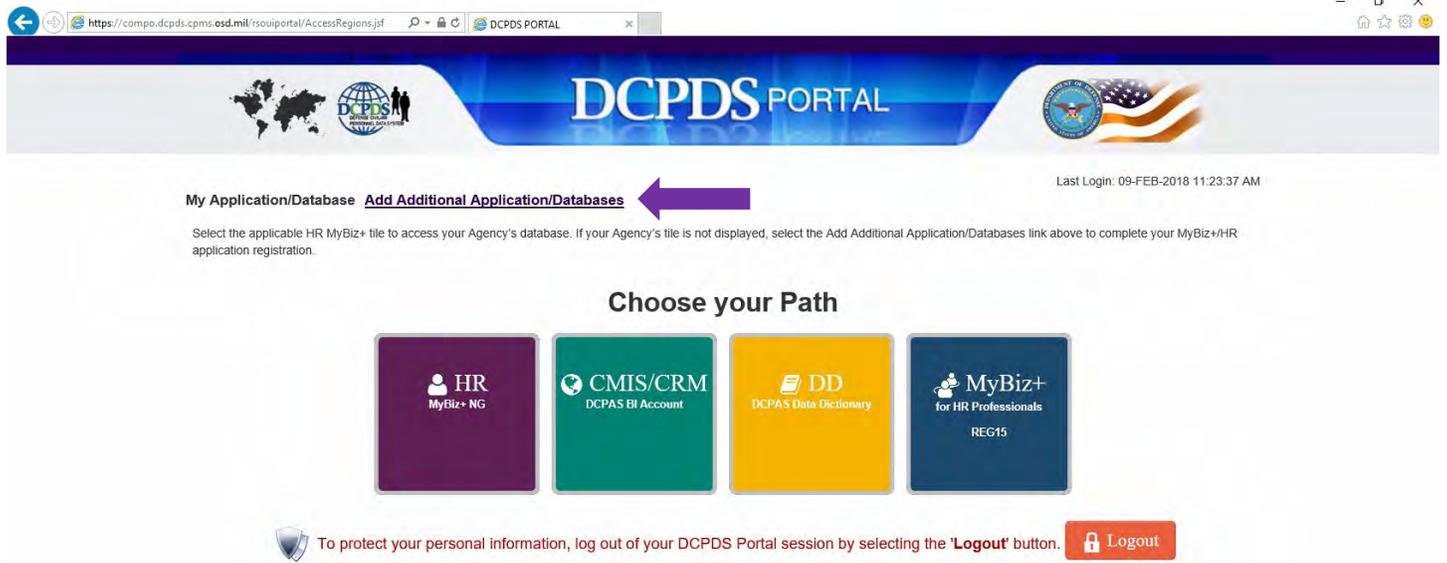


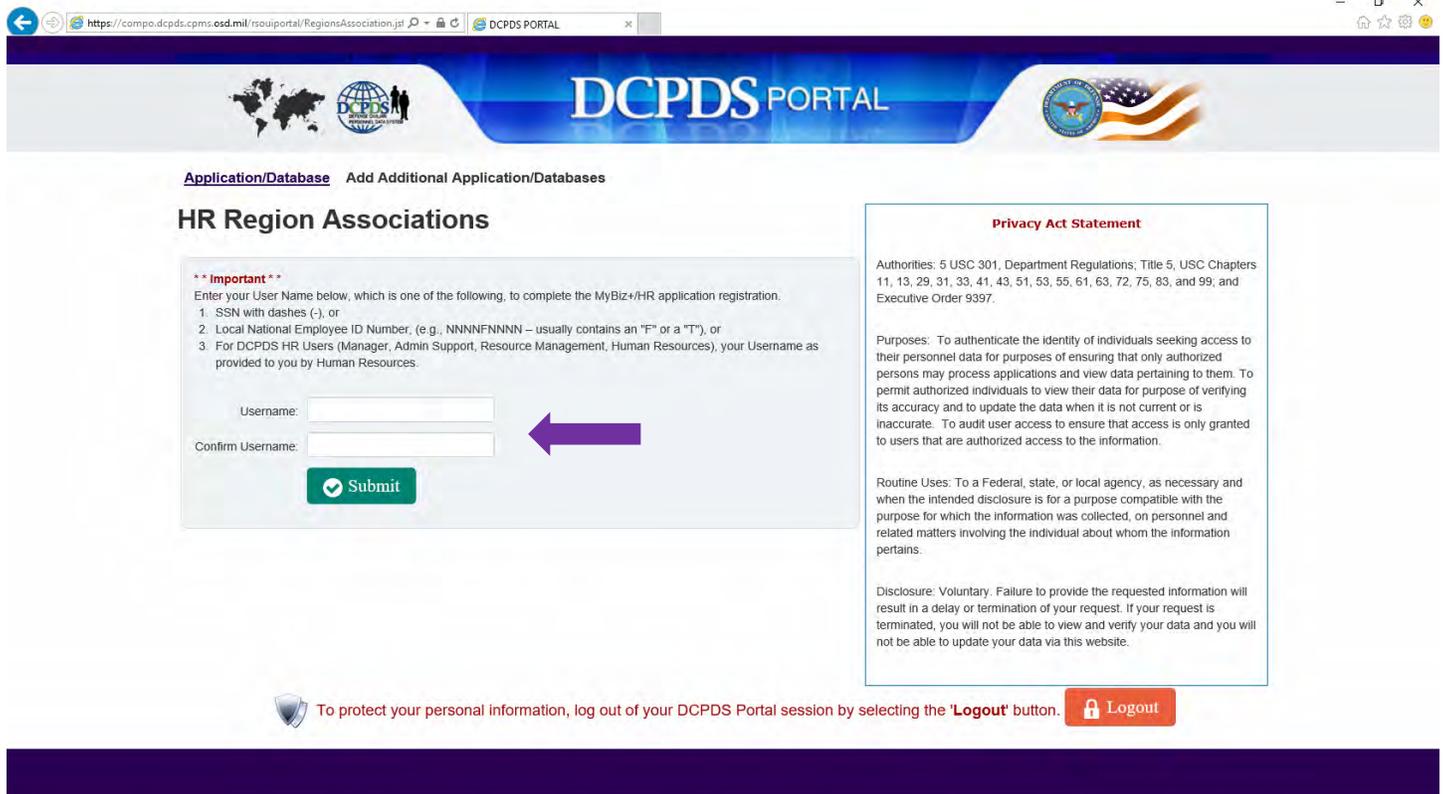
# MGR/PERS ACCOUNT ACCESS

When you get a new –PERS/-MGR account you do not have to register you information from the main login screen. You need to register your SSN/User-ID under Add Additional Application/Databases:



The screenshot shows the DCPDS PORTAL home page. At the top, there is a navigation bar with the DCPDS PORTAL logo and a 'Last Login: 09-FEB-2018 11:23:37 AM' timestamp. Below the navigation bar, there is a section titled 'My Application/Database' with a link 'Add Additional Application/Databases' highlighted by a purple arrow. Below this link, there is a text box explaining that users should select the applicable HR MyBiz+ tile to access their Agency's database. In the center, there is a 'Choose your Path' section with four colored tiles: HR MyBiz+ NG (purple), CMIS/CRM DCPAS BI Account (green), DD DCPAS Data Dictionary (yellow), and MyBiz+ for HR Professionals REG15 (blue). At the bottom, there is a 'Logout' button and a security notice: 'To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.'

Input your SSN first:



The screenshot shows the DCPDS PORTAL HR Region Associations page. At the top, there is a navigation bar with the DCPDS PORTAL logo and a 'Last Login: 09-FEB-2018 11:23:37 AM' timestamp. Below the navigation bar, there is a section titled 'Application/Database' with a link 'Add Additional Application/Databases'. Below this link, there is a section titled 'HR Region Associations'. In the center, there is a form with a 'Submit' button. The form has two input fields: 'Username:' and 'Confirm Username:'. A purple arrow points to the 'Confirm Username:' field. Below the form, there is a 'Logout' button and a security notice: 'To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.'

**\*\* Important \*\***  
Enter your User Name below, which is one of the following, to complete the MyBiz+/HR application registration.

1. SSN with dashes (-), or
2. Local National Employee ID Number, (e.g., NNNNFNNN – usually contains an "F" or a "T"), or
3. For DCPDS HR Users (Manager, Admin Support, Resource Management, Human Resources), your Username as provided to you by Human Resources.

Username:

Confirm Username:

**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.

Then click Submit:

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

## HR Region Associations

**\*\* Important \*\***  
Enter your User Name below, which is one of the following, to complete the MyBiz+/HR application registration.

1. SSN with dashes (-), or
2. Local National Employee ID Number, (e.g., NNNFNNNN – usually contains an "F" or a "T"), or
3. For DCPDS HR Users (Manager, Admin Support, Resource Management, Human Resources), your Username as provided to you by Human Resources.

Username:

Confirm Username:

**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.

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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.

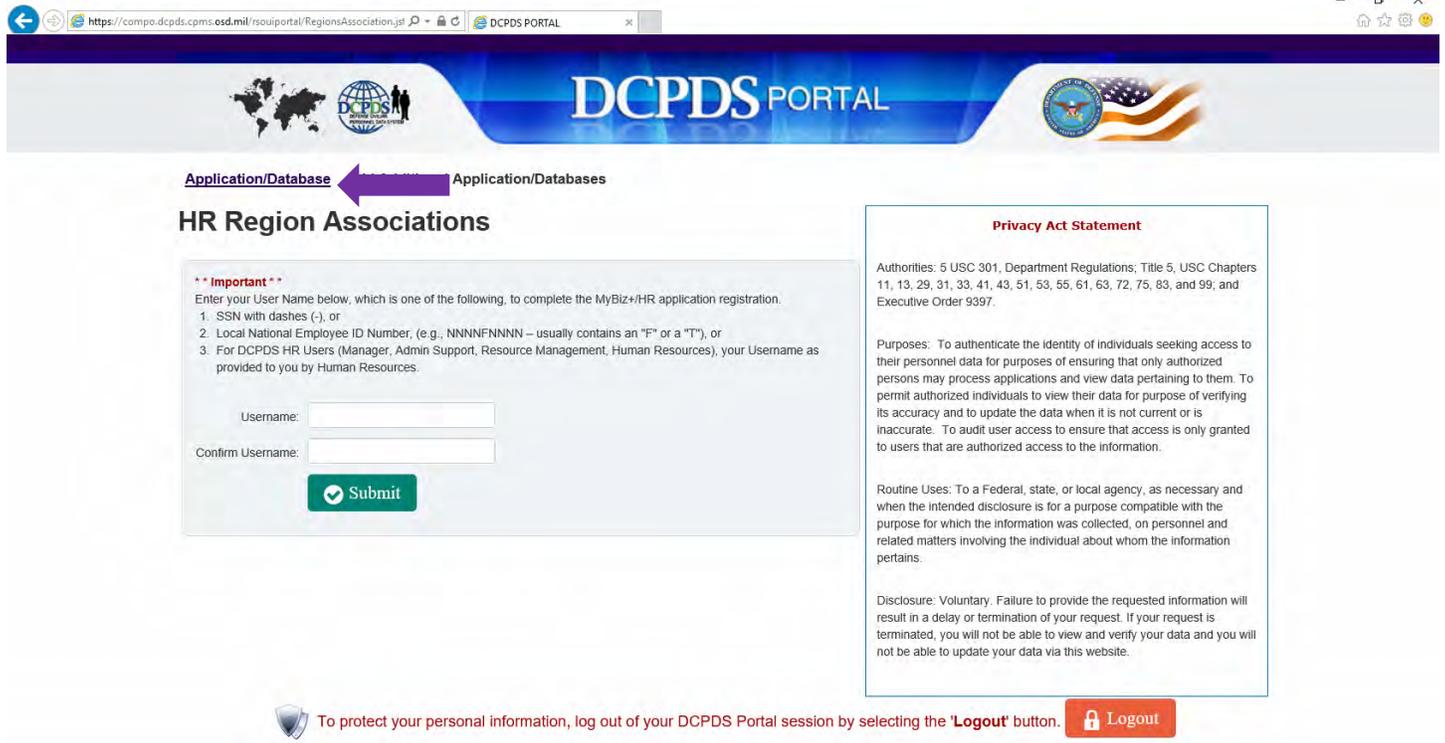
If you get the follow error you have already associated your SSN

**Unable to Validate User Information**

Unable to validate the Username entered. Select the Back button, to re-enter this information. If the system is unable to validate your information, contact your Help Desk.

Click the Back button and input your User-ID all CAPS with the end -PERS/-MGR depending on account requested. Will be different for SSS accounts, input the User-ID from SSS Request form.

If you still get the above error, go back to Application/Database:



The screenshot shows the DCPDS Portal interface. At the top, there is a navigation bar with "Application/Database" selected and a purple arrow pointing to it. Below this is the "HR Region Associations" section. It contains an "Important" notice with instructions on how to enter a username. There are two input fields for "Username" and "Confirm Username", followed by a "Submit" button. To the right, there is a "Privacy Act Statement" box with text regarding data access and disclosure. At the bottom of the page, there is a "Logout" button and a security warning icon.

**Application/Database** ← Application/Databases

## HR Region Associations

**\*\* Important \*\***  
Enter your User Name below, which is one of the following, to complete the MyBiz+/HR application registration.

1. SSN with dashes (-), or
2. Local National Employee ID Number, (e.g., NNNNFNNNN – usually contains an "F" or a "T"), or
3. For DCPDS HR Users (Manager, Admin Support, Resource Management, Human Resources), your Username as provided to you by Human Resources.

Username:

Confirm Username:

**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.

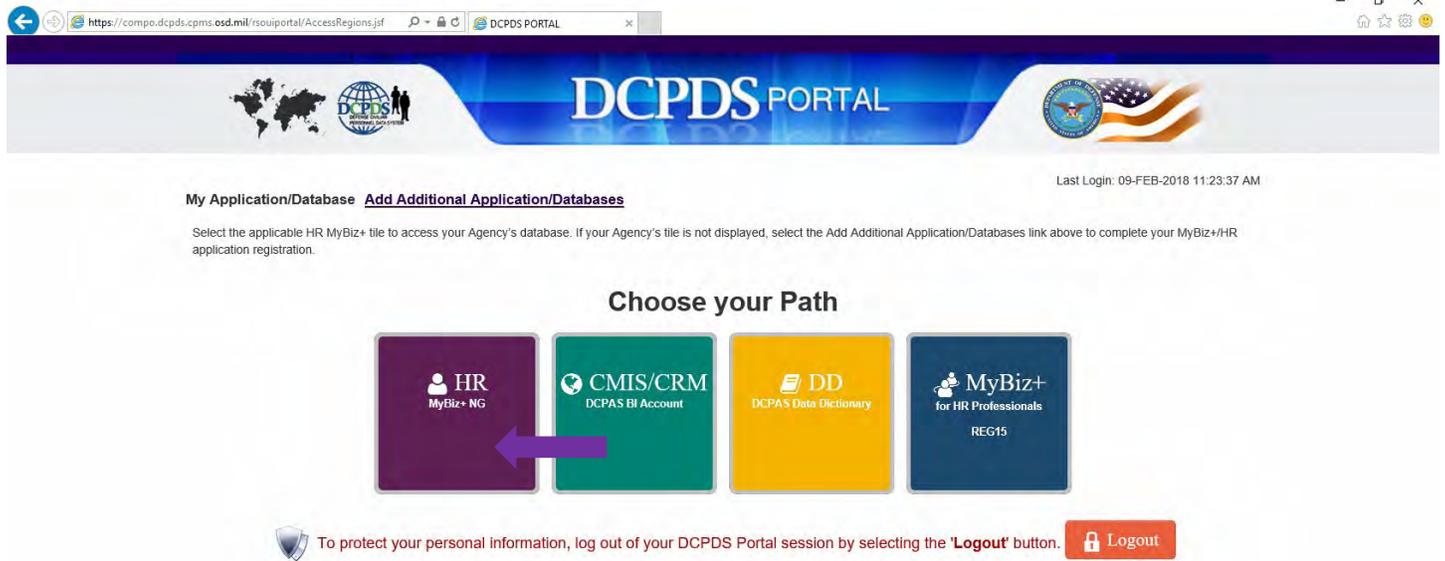
Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to 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.

Then click on the Purple HR MyBiz+ NG Square:



The screenshot shows the DCPDS Portal interface with the "Choose your Path" section. It features four colored buttons: a purple button for "HR MyBiz+ NG", a green button for "CMIS/CRM DCPAS BI Account", a yellow button for "DD DCPAS Data Dictionary", and a blue button for "MyBiz+ for HR Professionals REG15". A purple arrow points to the "HR MyBiz+ NG" button. Below the buttons, there is a "Logout" button and a security warning icon.

**My Application/Database** [Add Additional Application/Databases](#)

Last Login: 09-FEB-2018 11:23:37 AM

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

## Choose your Path

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

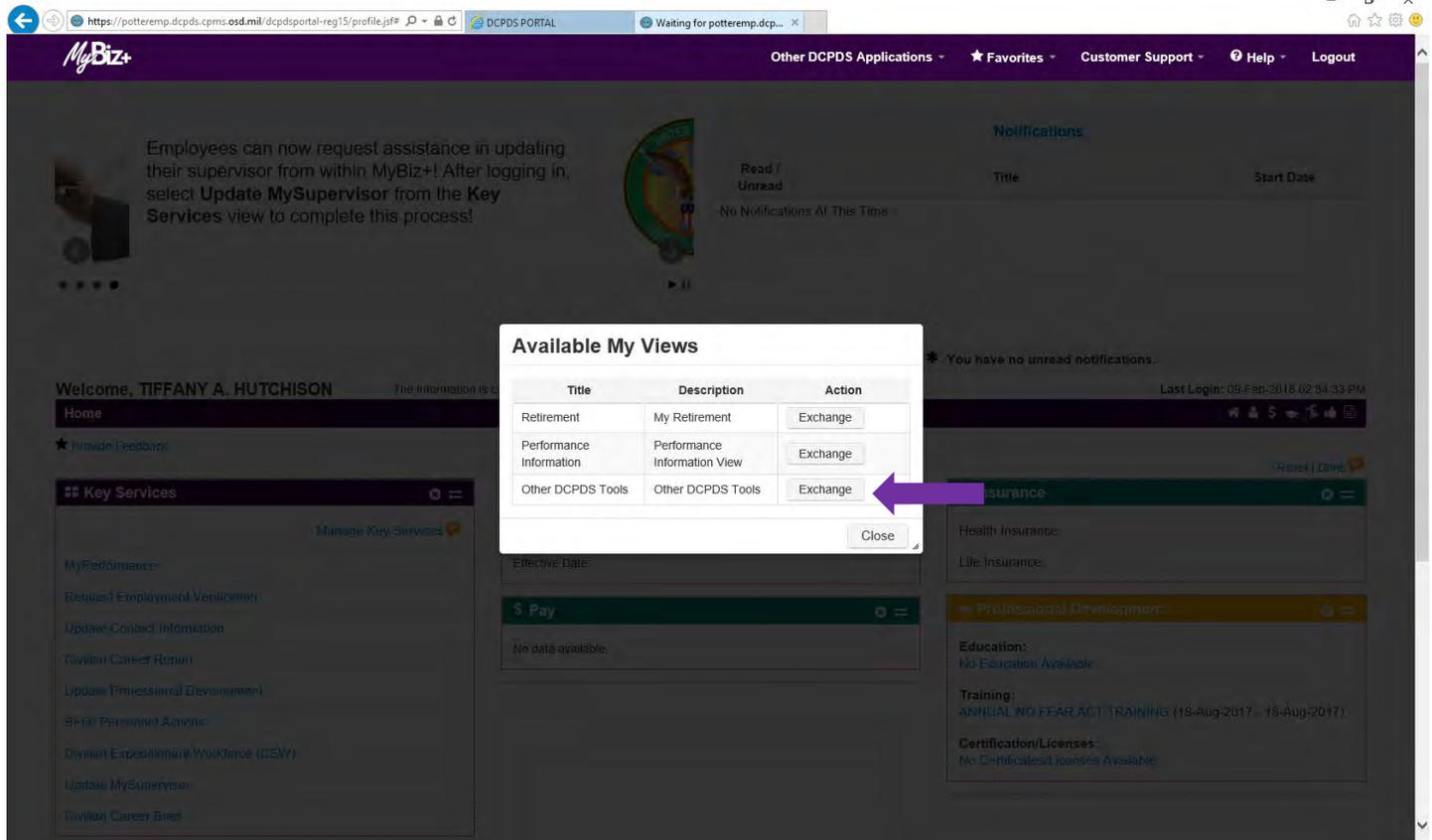
If you don't see other DCPDS tools window, you will need to Mange My Views:

The screenshot shows the MyBiz+ portal home page for Tiffany A. Hutchison. The page includes a navigation bar with 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. A notification banner states 'You have no unread notifications.' The main content area is divided into several sections: 'Key Services' (with a 'Manage Key Services' link), 'Last Personnel Action' (showing 'No Data Available'), '\$ Insurance' (with 'Health Insurance' and 'Life Insurance' fields), '\$ Pay' (showing 'No data available'), and 'Professional Development' (with 'Education', 'Training', and 'Certification/Licenses' sections). A 'Manage My Views' link with a double arrow icon is located in the top right corner of the main content area, indicated by a purple arrow.

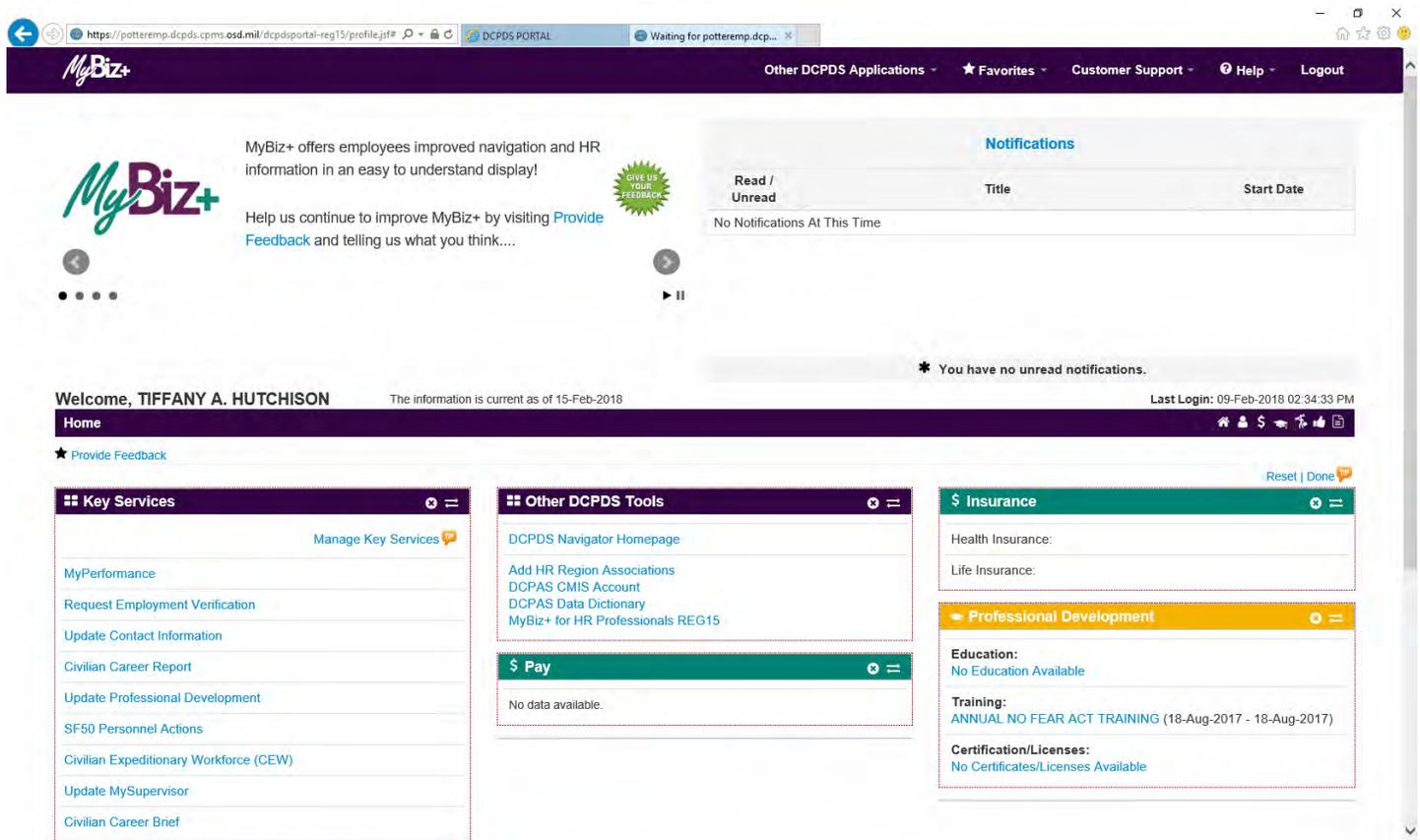
Click the Double Arrow:

This screenshot shows the same MyBiz+ portal home page as above, but with the 'Manage My Views' double arrow icons highlighted. The 'Key Services' section has a double arrow icon in its top right corner. The 'Last Personnel Action' section has double arrow icons in the top right corner of both the 'Last Personnel Action' and '\$ Pay' sub-sections. The '\$ Insurance' section has a double arrow icon in its top right corner. The 'Professional Development' section has a double arrow icon in its top right corner. A 'Reset | Done' link is visible in the top right corner of the main content area. A 'Notifications' table is also visible, showing 'No Notifications At This Time'.

The below window will pop-up: You will see three options, click on Exchange for the window you want:



If you don't see Other DCPDS tools you have not added your account or there is an issue. Please have your HRS(IS) submit a DCPDS helpdesk ticket. If you do see it, Exchange your view, your screen will look similar to the below:



You can Exchange until you like the configuration of the screen, I keep my like this: To get into DCPDS click on DCPDS Navigator Homepage

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

**Notifications**

Read / Unread	Title	Start Date
No Notifications At This Time		

\* You have no unread notifications.

Welcome, **TIFFANY A. HUTCHISON** The information is current as of 15-Feb-2018 Last Login: 09-Feb-2018 02:34:33 PM

Home Reset | Done

★ Provide Feedback

**Key Services** Manage Key Services

- MyPerformance
- Request Employment Verification
- Update Contact Information
- Civilian Career Report
- Update Professional Development
- SF50 Personnel Actions
- Civilian Expeditionary Workforce (CEW)
- Update MySupervisor
- Civilian Career Brief

**Other DCPDS Tools**

- DCPDS Navigator Homepage
- Add HR Region Associations
- DCPAS CMIS Account
- DCPAS Data Dictionary
- MyBiz+ for HR Professionals REG15

**\$ Pay**

No data available.

**\$ Insurance**

Health Insurance:

Life Insurance:

**Last Personnel Action**

Type of Action: No Data Available

Effective Date:

Your access will be listed under Navigator, click the correct responsibility:

Department of Defense

MyBiz+ Help Logout

Home

**Navigator**

- 911 NGB AKHRO00001
- AGR MGR AKRHO00040
- AK CIVDOD PAYROLL REGENERATION
- CIVDOD HR Prof
- CIVDOD PERSONNELIST
- CIVDOD SYSADMIN REGION GUI
- MGR AKHRO00001B
- PER AKHRO00043HJ
- US Federal HR Manager
- USB RPT AKHRO00043HJ

**Favorites** Personalize

- DCPAS Homepage
- Federal Employees Dental and Vision Insurance Program
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- MyPay
- OPM Health Benefits Homepage
- OPM Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- TSP Homepage
- USA Jobs
- SF182
- Civilian Expeditionary Workforce (CEW)

Privacy Statement