CAC Registration Steps
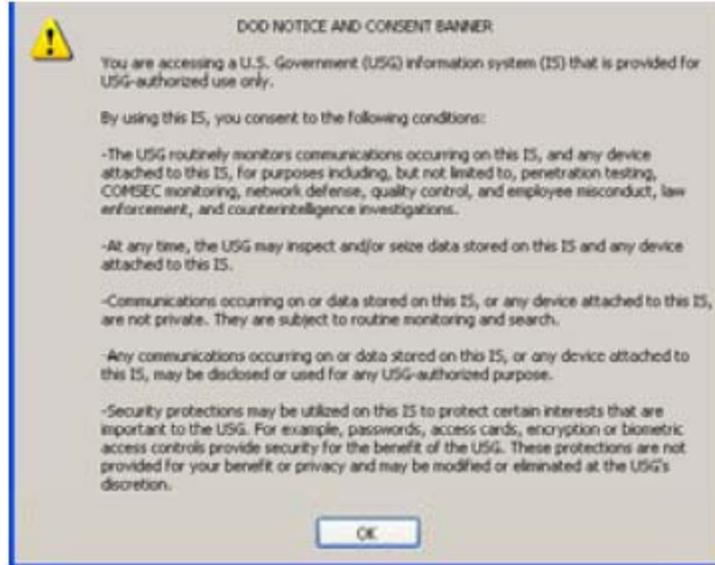
The user starts the CAC registration process from the DCPDS Portal uniform resource locator (URL) https://compo.dcpds.cpms.osd.mil. The user will need a CAC during registration. CAC registration steps are as follows:

1. User enters the URL, the *Department of Defense (DoD) Notice and Consent Banner* screen appears.

Screen 3: DoD Notice and Consent Banner Screen
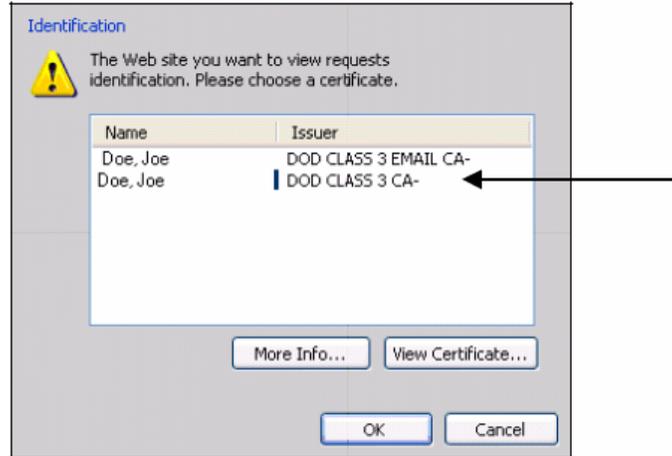
2. User selects **OK** button to continue, the *DCPDS Portal Page* screen appears.

Screen 4: DCPDS Portal Page Screen

3. User selects the **CAC Registration** button. The user should have their CAC inserted at this point.

4. User will select a certificate from the *Choose a Digital Certificate* screen popup. User must always **select the non-email certificate**.
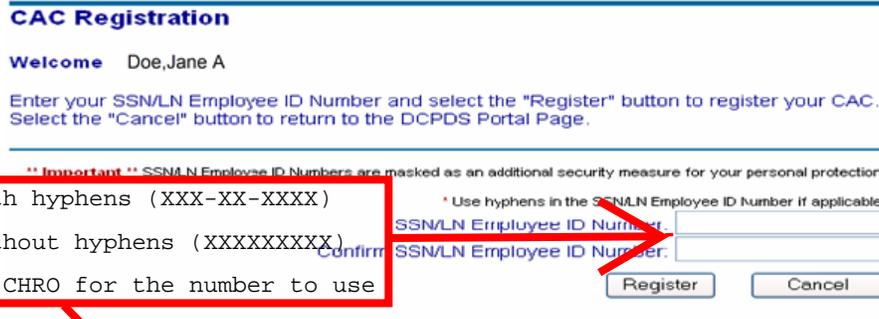

Identification

The Web site you want to view requests identification. Please choose a certificate.

Name	Issuer
Doe, Joe	DOD CLASS 3 EMAIL CA-
Doe, Joe	DOD CLASS 3 CA-

[More Info...] [View Certificate...]

[OK] [Cancel]

Screen 5: Choose a Digital Certificate Screen

5. User must enter their CAC personal identification number (PIN) and select the **OK** button.
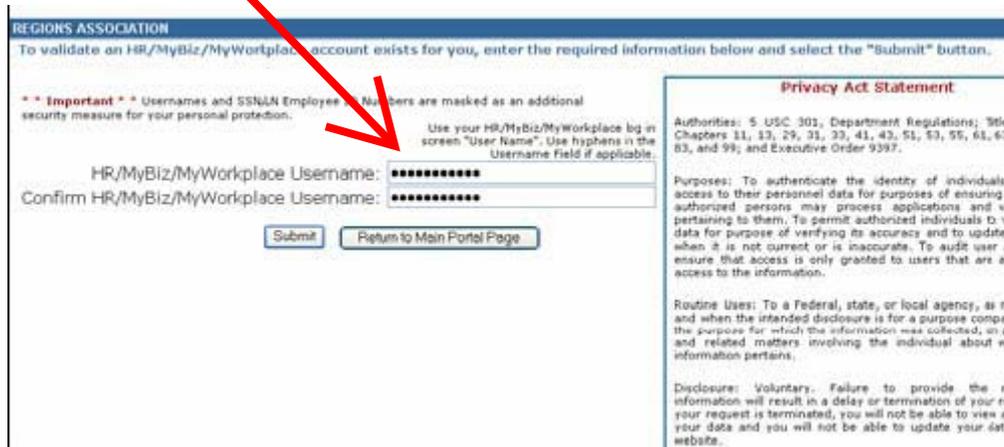
Note: The *DCPDS CAC Registration* screen displays with user's CAC Username and Certificate information.

6. If certificate is verified, the *CAC Registration* screen displays, and the user will enter their SSN and confirm SSN by entering it a second time.
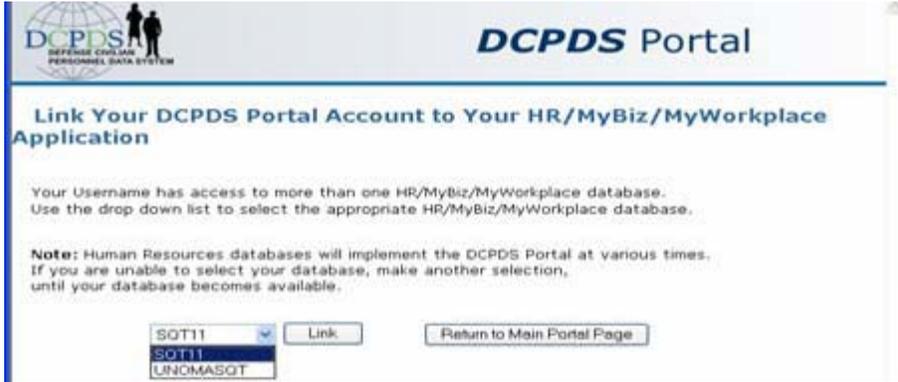

CAC Registration

Welcome Doe,Jane A

Enter your SSN/LN Employee ID Number and select the "Register" button to register your CAC. 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.

US Employees enter with hyphens (XXX-XX-XXXX)

LN Employees enter without hyphens (XXXXXXXXX)

LN employees call the CHRO for the number to use

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

SSN/LN Employee ID Number: _____

Confirm SSN/LN Employee ID Number: _____

[Register] [Cancel]

Screen 7: DCPDS CAC Registration Screen

7. User will be required to enter and verify their HR/My Biz/My Workplace database account by entering their username twice at the Regions Association (Validation) screen.

REGIONS ASSOCIATION

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

* * Important * * 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.

HR/MyBiz/MyWorkplace Username: ●●●●●●●●●●●

Confirm HR/MyBiz/MyWorkplace Username: ●●●●●●●●●●●

[Submit] [Return to Main Portal Page]

Privacy Act Statement

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

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

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

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

Screen 8: Regions Association (Validation) Screen

• If the username is verified on only one database, the system will automatically access the *DoD Notice and Consent Banner* screen. User will select **OK** to access their HR/My Biz/My Workplace application.

• If the username is validated on multiple databases, the *DoD Notice and Consent Banner* screen will appear. User will select **OK** to continue. The *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays. Using the drop-down list, the user selects a primary database. After selecting this database, the system will automatically access the HR/My Biz/My Workplace application.

Screen 9: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application Screen