

Instructions to Access “My Biz”

FOR FEDERAL TECHNICIANS AND SUPERVISOR’S OF TECHNICIANS

My Biz allows you to view information related to your employment and verify its accuracy. It provides detailed information on your appointment, position, personal information, salary, benefits, awards and bonuses, and performance. It is a secure, real-time, on-line access to your official personnel information.

You may access My Biz currently from any Government Computer 24 Hours a Day/7 Days a Week.

To Start: Insert your CAC and go to <https://compo.dcpds.cpms.osd.mil> then register your CAC on the DCPDS Portal. Choose your **non-email certificate.**

*****Your default Employee Name and Username is your SSN with dashes*****

Under the Navigator select the responsibility of either MYBIZ OR MYWORKPLACE (MYWORKPLACE IS FOR SUPERVISORS).

The homepage will appear. Under MYBIZ you can either go to MY INFORMATION, UPDATE MY INFORMATION, or PERFORMANCE APPRAISAL APPLICATION (PAA)

➤ **My Information is for viewing info only & Printing SF50s**

- Position information (current/historical)
- Salary information
- Appraisal and Awards information
- Personal or Benefits
- Appointment information
- Personnel Actions – is where you go to view/print SF50s

➤ **Update My Info allows you to update the following 5 areas**

- Email Addresses (required to use AKO or RCAS email)
- Handicap Code
- Foreign language Proficiency
- US Fed Ethnicity and Race Category
- Emergency Contact Numbers

***POC: Oklahoma Military Department
Employee Services Office
(405) 228-5000
DSN 628-5000***

Disclaimer: My Biz and associated web pages are web based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their individual personnel records. The DoD My Biz and Associated web tools can be accessed only by authorized DoD personnel within a .mil network. The DoD My Biz tool has no association with any private or other enterprise using “MyBiz” in whole or in part as a title or logo.