

# NGFTS

National Guard Full-Time Support



HUMAN  
RESOURCES  
INFORMATION  
LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard  
Oklahoma City, Oklahoma 73111-4398

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## My Biz

**Subject:** Introduction of "My Biz"

**References:** N/A

**Eligibility:** Current Oklahoma National Guard (NG) Technicians

**Effective Date:** 15 March 2006

**Use:** A new web-based Oracle Self Service application within the Defense Civilian Personnel Data System will allow active technicians to view their personnel information 24 hours a day, 7 days a week. Technicians may view data related to their civilian employment, such as position information, salary information, appraisal and awards information, benefits and appointment information. Also, technicians can update some information, such as telephone numbers, handicap codes, e-mail address, race and national origin designation and foreign language proficiency. At this point, this information is only available on government computers. Eventually, Department of Defense's goal is to allow access from any computer and to allow technicians to view and update more information.

Visit <https://ngbmod3.satx.disa.mil:8007/> to access the "My Biz" website. The User ID is the technician's Social Security Number with dashes. The Initial Password consists of the following information:

- First Character – Capitalize the first letter of their first name
- Second Character – \$
- Third Character – Lower case first letter of their last name
- Fourth Character – \$
- Fifth Character – Fourth digit of the their Social Security Number
- Sixth Character – \$
- Seventh Character – Fifth digit of their Social Security Number
- Eighth Character – \$

For example, if a technician's name is John Doe with a Social Security Number of 123-45-6789, Mr. Doe's login information would be the following:

- User ID – 123-45-6789
- Password – J\$d\$4\$5\$

After the technician has successfully logged in the first time, they will be prompted to change their password. They must remember this new password to gain future access to “My Biz”.

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