

CAC Enable DCPDS Registration - Quick Guide for Employees

This guide is meant to be a two page reference that will walk you through the basic steps of the <u>ONE TIME</u> registering of your CAC for use within DCPDS-My Biz & My Workplace. Please refer to the complete DCPDS Portal User Guide for additional details <u>http://cpol.army.mil/library/news/docs/dcpds_pug.pdf</u>. If you need help within the Portal, please use the <u>Help Desk</u> button (which will take you directly to the Army Helpdesk).

Step 1 Log into CPOL Portal <u>http://cpol.army.mil</u> Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

a. Click on the CAC Employee login.



b. Choose a Digital Certificate. *Note: Always select the non-email* <u>certificate</u>. Select the OK button



c. Enter your PIN and select the OK button.

Activid	vClient		
Please ei	nter your PIN.		
PIN	****		
		ок	Cancel





a. Select GO! For Employee Data.



b. Select My Biz or My Workplace.



Step 3 is <u>a one time</u> only process. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

DOD NOTICE AND CONSENT BANNER
 You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.
By using this IS, you consent to the following conditions:
-The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMBEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterinteligence investigations.
-At any time, the USG may inspect and/or seize data stored on this 1S and any device attached to this 1S.
-Communications occurring on or data stored on this IS, or any device attached to this IS are not private. They are subject to routine monitoring and search.
-Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
-Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access cortrols provide sociarly for the benefit of the USG. These protections are not provided for your benefit or privacy and may be modified or eliminated at the USG's disoretion.

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

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a. Select the \mbox{CAC} Registration button within the Common Access Card (CAC) Access box.

DCPDS Portal					
Common Access Card (CAC) Access The first CAC are the control of the concerning of t					
Persived. Portal Password:					
MI WORKING					
NOTE: You may or <u>may not</u> get screens b, c, & d. b. <u>Select</u> your <u>non-email certificate</u> located within the <u>Choose a Digital Certificate</u> screen. Identification The Web site you want to view requests identification. Please choose a certificate.					
Name Issuer Doe, Joe DOD CLASS 3 EMAIL CA-9 Doe, Joe DOD CLASS 3 CA-9					
More Info View Certificate					
c. Select the OK button.					
d. Enter your PIN and select the OK button.					
Please enter your PIN.					
PIN *****					
e. The <i>DCPDS CAC Registration</i> screen displays. Enter data within the SSN/LN Employee ID Number field and the Confirm SSN/LN Employee ID Number fields:					
 In the SSN (SSN)/Local National (LN) Employee ID enter your SSN with dashes, for LN Employees enter your Employee ID. (Use hyphens if applicable) 					
2. In the Confirm SSN (SSN)/Local National (LN) Employee ID re-enter your SSN with dashes, for LN Employees re-enter your Employee ID. (Use hyphens if applicable)					
3. Select the Register button					
CAC Registration					
Welcome Doe, John V					
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 ** Usernames and SSNLN Employee ID Numbers are masked as an additional security measure for your personal protection. * Use hyphens in the SSNLN Employee ID Number if applicable. SSN/LN Employee ID Number: SSNLN Employee ID Number: Confirm SSNLN IN Employee ID Number:					
Register Cancel					

The Validating Your HR/My Biz/My Workplace Database Information screen displays.

e. You must complete and submit this information to finalize the Registration process. Re-enter the following:

1. Enter your HR/My Biz/My Workplace Username. (For most Army Employees this would be your SSN with dashes or for LN Employees use your Employee ID (Use hyphens if applicable)

2. Confirm your HR/My Biz/My Workplace Username. . (For most Army Employees this would be re-entering your SSN with dashes or for LN Employees your Employee ID (Use hyphens if applicable).

* * Important * * Usernames and SSN/M Employee ID Not security measure for your personal protection.	Privacy Act Statement Authorities: 5 USC 301, Department Regulations; Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 6 33, and 99; and Executive Order 937.	
HR/MyBiz/MyWorkplace Username:	******	Purposes: To authenticate the identity of individual
Submit HiveyoLowyWorkplace Userhame:	um to Main Portal Page	subtracted persons may process applications and pertoxects them, the persons advanced individuals to surface at a loss of current or in secondars. To add users built and a secondary of the personal sources that are access to the obtainable. Reacted these the default default and a surgeon compar- d and in the interfield disclosure is for a surgeon comp of related motions investigate and individual advant information pertains.

3. Select the **Submit** button-You have now completed the registration, the My Biz is screen is displayed

NOTE: You may or <u>may not</u> get the following screen, if you do click yes.

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If you get this screen, click on the red X to close page, then try again at the start of the next hour (i.e., 2:00, 3:00, etc.). CPMS executes a database update every 60 minutes. You will be able to login after the update is complete.

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Accessing Your Database		
Region Association		
If you registered within the past 56 desk.	i minutes, you may not see your nere region link. Plea	ese try egain later. If it has been mure than 90 ministes, please contact your help
o protect your personal informatio	n, "log out" of your DCPOB Portal session by selecting	the 'Portal Lagout' botton.
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