



# 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 **ONE TIME** registering of your CAC for use within DCPDS-My Biz & My Workplace. Please refer to the complete DCPDS Portal User Guide for additional details [http://cpol.army.mil/library/news/docs/dcpds\\_pug.pdf](http://cpol.army.mil/library/news/docs/dcpds_pug.pdf). If you need help within the Portal, please use the **Help Desk** button (which will take you directly to the Army Helpdesk).

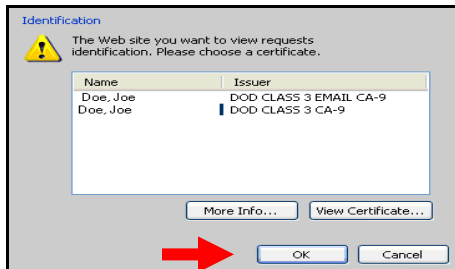
Step 1 Log into CPOL Portal <http://cpol.army.mil>

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

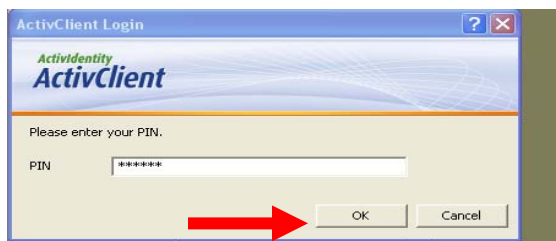
a. Click on the CAC Employee login.



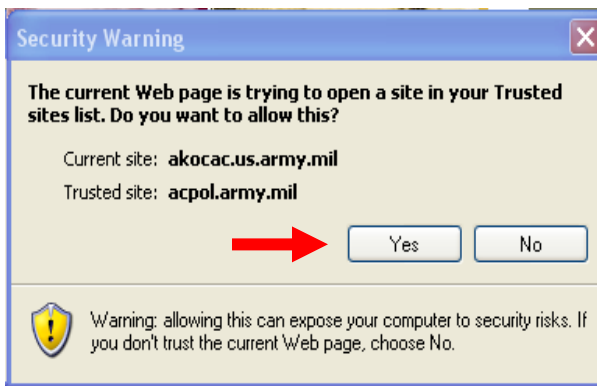
b. Choose a Digital Certificate. *Note: Always select the non-email certificate.* Select the OK button



c. Enter your PIN and select the OK button.



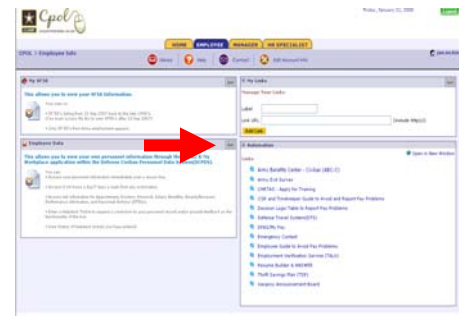
d. Select Yes



Step 2 Select Employee Tab.



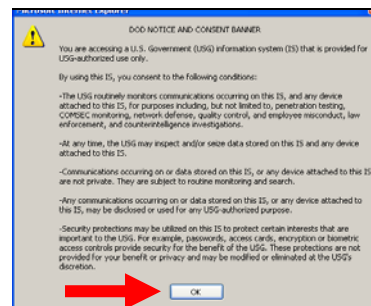
a. Select GO! For Employee Data.



b. Select My Biz or My Workplace.



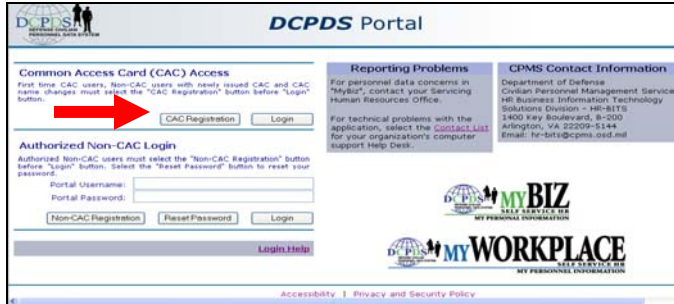
Step 3 is a **one time only process**. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



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

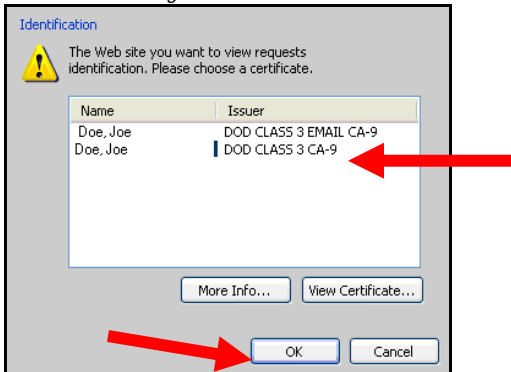
Con't Step 3

a. Select the **CAC Registration** button within the Common Access Card (CAC) Access box.



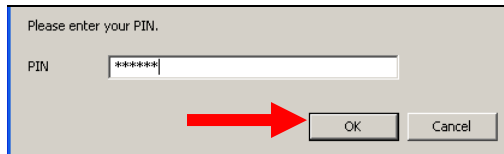
NOTE: You may or may not get screens b, c, & d.

b. Select your **non-email certificate** located within the *Choose a Digital Certificate* screen.



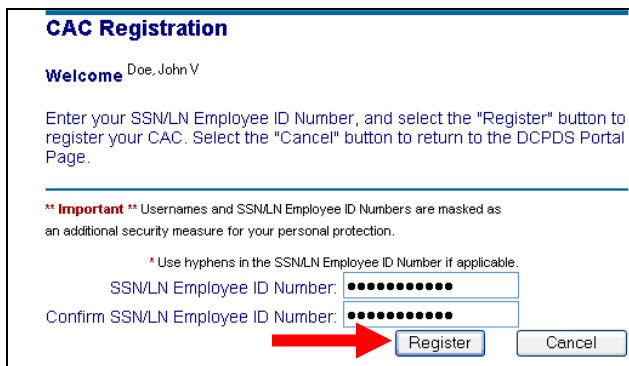
c. Select the OK button.

d. Enter your PIN and select the OK button.



e. The *DCPDS CAC Registration* screen displays. Enter data within the SSN/LN Employee ID Number field and the Confirm SSN/LN Employee ID Number fields:

1. 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

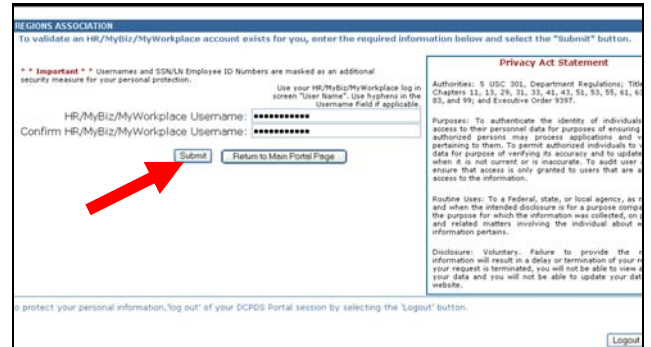


The *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

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

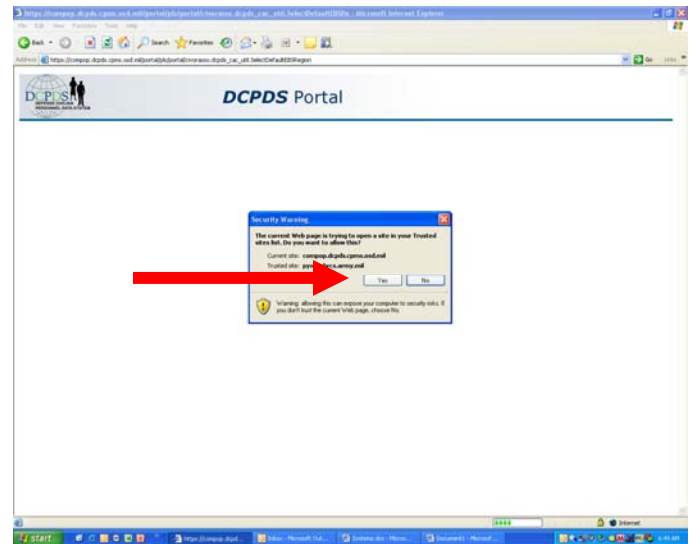
1. Enter your HR/My Biz/My Workplace Username. (For most Army Employees this would be your SSN with dashes or for LN Employees use your Employee ID (Use hyphens if applicable)

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).

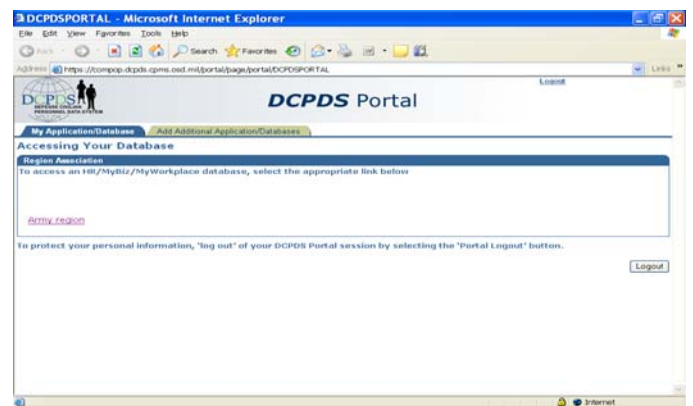


3. Select the Submit button-You have now completed the registration, the My Biz is screen is displayed

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



When you log into My Biz the next time you will get this screen, click **Army region**



### Con't Step 3

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.

