

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. <u>Note: Always select the non-email</u> <u>certificate</u>. Select the OK button



c. Enter your PIN and select the OK button.

d. Selec

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- <complex-block>
 - 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 counterentialigence 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 15, or any device attached to this 15, 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 security 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.

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Common Access Card (CAC) Access Trist into CAC users, function CAC users with neutral state of CAC and CAC users, function CAC users with neutral state of the "Cace of CAC users function CAC users functi	ormation ement Service Technology ITS 00 4 Lmit	
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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 Choose a Digital Certificate screen.	n the	
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 *****		
OK Cancel		
e. The <i>DCPDS CAC Registration</i> screen displays. Enter within the SSN/LN Employee ID Number field and the Confirm S Employee ID Number fields:		
 In the SSN (SSN)/Local National (LN) Employee ID e your SSN with dashes, for LN Employees enter your Employee IE (Use hyphens if applicable) 		
2. In the Confirm SSN (SSN)/Local National (LN) Emplo ID re-enter your SSN with dashes, for LN Employees re-enter yo Employee ID. (Use hyphens if applicable)		
3. Select the Register button		
CAC Registration		
Welcome Doe, John V		
Enter your SSIVLN Employee ID Number, and select the "Register" butti register your CAC. Select the "Cancel" button to return to the DCPDS P Page.		
** Important ** Usernames and SSMLN Employee ID Numbers are masked as an additional security measure for your personal protection		
an additional security measure for your personal protection. * Use hyphens in the SSN/LN Employee ID Number if applicable. SSN/LN Employee ID Number: Confirm SSN/LN Employee ID Number: Register Cance	91	

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/JN Employee ID Nur security measure for your personal protection.	Privacy Act Statement Authorities: 5 USC 303, Department Regulations; Chapters 11, 13, 29, 31, 32, 41, 43, 51, 53, 55, 6 33, and 99, and Executive Order 3377.	
HR/MyBiz/MyWorkplace Username: Confirm HR/MyBiz/MyWorkplace Username:		Purposes: To authenticate the identity of individual access to their personnel data for purposes of ensuring
Submt Fan	um to Main Portal Page	pertaining to them. To permit authorized individuals to data for boyoses of veryfing its accuracy and to guide that for boyoses of veryfing its accuracy and to guide ensure that access is any granted to users that are access to the information. Routient Users: The information (access to the information of what the non-banded disclarum in the a surgest own the purpose for which the information was collected, on all related matters: welving the individual boot 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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	Wanning allowing the care report your computer to security roles. If you don't hard the careful web page, choose No.	
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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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