

SELF SERVICE LOG-IN INFORMATION FUNCTION

A new Self Service Log-in Information Function allows users of DCPDS, MyBiz, and MyWorkplace to reset their log-in information after it has expired or it has been forgotten.

To enable this new process, users are required to change their log-in information and answer a Security questionnaire. The user will be able to select a different security question if they do not want to use the default security question.

The following DCPDS users will be prompted to change their log-in information after first logging into DCPDS on or after 22 April 2007.

1. DCPDS Accounts –(These accounts always uses Employee Name example (JOHN.DOE-) and end with –MGR, -MGA, -MGP, -RMM, -COC, -COS, -COF, -COP, -COH, -CPG, -NAF, -OTH, -RSC)
2. Self-Service Accounts - (My Biz, My Workplace) the only users this will affect are users who have **never answered** or **received** the Security Question provided/selected when they first logged into the application.
3. New users and all other users who have existing accounts and are logging into DCPDS for the first time will be prompted to change their log-in information and answer the security question.

The following instructions use a Self Service (My Biz or My Workplace) account to illustrate Logging On to DCPDS and answering the security question.

The next instruction will show you the process of Logging on after you have recently reset your log-in information and forgot what your new log-in information is.

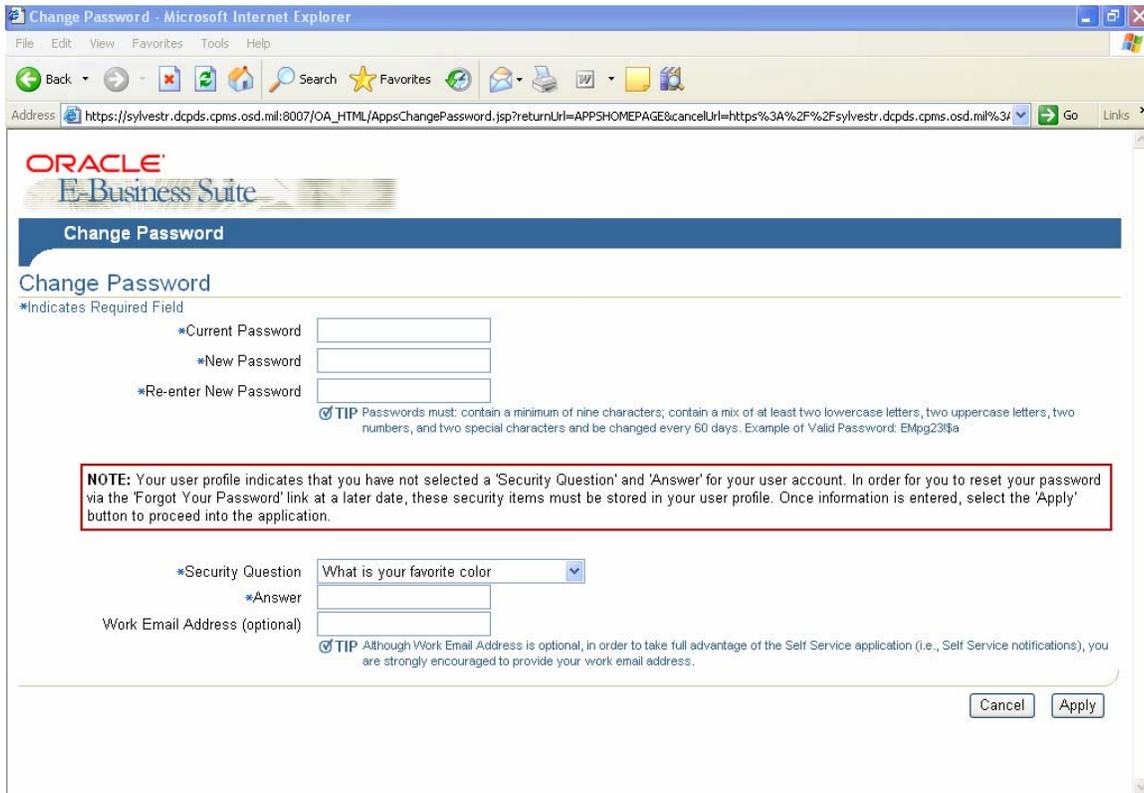
► **Example of Employee Logging into MyBiz/MyWorkplace/DCPDS:**

Username

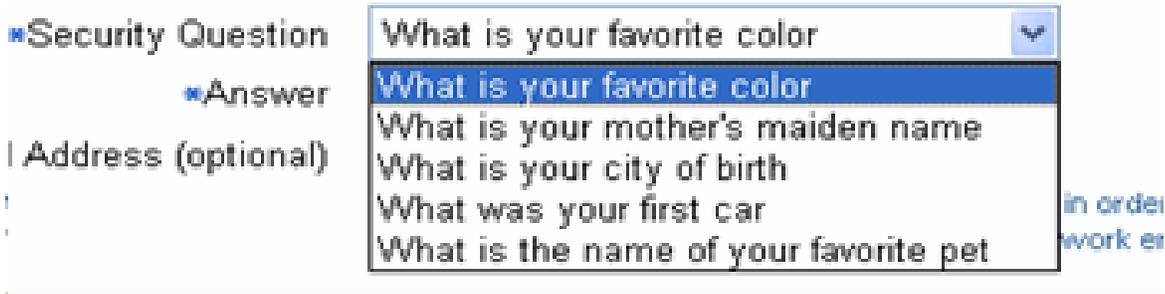
Tip: Use hyphens in the Username field if applicable.

Password

► **Once the user logs in with an existing account or one that was supplied for new accounts; the user will be taken to the below screen to change their log-in information.**



► The user enters his current and new log-in information and will have the following five choices to use for the Security Question.



► The users select the question and give his/her answer to the question. Users must remember the answer to the question.

► Follow the below procedures if you forget your log-in information (see green arrow below) to MyBiz/MyWorkplace/DCPDS.

OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
*** WARNING *** WARNING *** WARNING *** WARNING ***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement
Authorities: 5 USC 301, Department Regulations, Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username:
Tip: Use hyphens in the Username field if applicable.

Password:

TIP [Forgot your password?](#) 

[Introducing My Biz and My Workplace](#)

► Click on Forgot your log-in information and you will be taken to the following screen.

Reset Password
Please fill in all fields then press Proceed to continue.

* User Name
(Hint: Same as your log in screen User Name).

* SSN/LN Employee ID Number
Tip: Use hyphens in the SSN/LN Employee ID Number field if applicable.

* Date Of Birth
(example: 18-Apr-2007)

* Security Question
Tip: Ensure you select the security question you previously established and be advised the answer to your security question must be answered exactly as you saved it (i.e., spaces).

* Answer

* New Password

* Verify New Password

Work Email address (optional)
Tip: Although Work Email Address is optional, in order to take full advantage of the Self Service application (i.e., Self Service notifications), you are strongly encouraged to provide your work email address.

Passwords must: contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days. Example of Valid Password: EMpg23!\$a

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► Enter information

Reset your password page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/OA.jsp?OAFunc=UMX_FORGOT_PWD&_ti=490539411&oapec=5 Home Preferences

Reset Password

Please fill in all fields then press Proceed to continue.

* User Name

(Hint: Same as your log in screen User Name).

* SSN/LN Employee ID Number

Tip: Use hyphens in the SSN/LN Employee ID Number field if applicable.

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Work Email address (optional)

Tip: Although Work Email Address is optional, in order to take full advantage of the Self Service application (i.e., Self Service notifications), you are strongly encouraged to provide your work email address.

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► Then click Proceed

Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodtr/oracle/apps/fnd/umx/password/webui/CivForgotPasswordPG&_ri=0&_ti=739359777&oapec=2 Home Preferences

Confirmation

Your password has been reset successfully.

Press OK to continue to login page.

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► After you click OK the system will take you to the Navigation Screen.

18 April 2007