



# UPDATING EDUCATION ON MYBIZ



# UPDATING EDUCATION ON MYBIZ



1. Log in to DCPDS at:

<https://compo.dcpds.cpms.osd.mil>

The screenshot shows the DCPDS Portal website. The browser address bar displays "Login : DCPDS Portal". The page header includes the DCPDS logo and the text "DCPDS Portal". The main content area is divided into three sections:

- Common Access Card (CAC) Access:** This section provides instructions for first-time CAC users and those with new CACs or name changes. It features two buttons: "CAC Registration" and "Login". A red arrow points to the "Login" button.
- Reporting Problems:** This section offers contact information for personnel data concerns and technical application issues. It includes a link to the "Contact List" for technical support.
- CPMS Contact Information:** This section provides the contact details for the Department of Defense Civilian Personnel Management Service HR Business Information Technology Solutions Division - HR-BITS, including the address (1400 Key Boulevard, B-200, Arlington, VA 22209-5144) and email (hr-bits@cpms.osd.mil).

Below these sections are two login options for non-CAC users:

- Authorized Non-CAC Login:** This section includes fields for "Portal Username:" and "Portal Password:", along with "Non-CAC Registration", "Reset Password", and "Login" buttons.
- Login Help:** A button located below the non-CAC login fields.

At the bottom of the page, there are logos for "MYBIZ" and "MYWORKPLACE", both labeled as "SELF SERVICE HR MY PERSONNEL INFORMATION". A footer contains links for "Privacy Act", "Accessibility", and "Privacy and Security Policy". The browser status bar at the bottom shows "Trusted sites | Protected Mode: Off" and "100%".



# UPDATING EDUCATION ON MYBIZ



2. Select "Update My Information".

**My Biz**

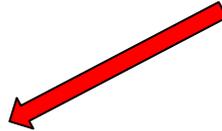
-  My Information
-  Update My Information ←
-  Performance Appraisal Application (PAA)



# UPDATING EDUCATION ON MYBIZ



3. Click on the "Education" link.



- Profile
- Disability
- Language
- Ethnicity and Race
- Emergency Contact
- Education**
- Training
- Certifications/Licenses
- Awards and Bonuses

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Updates are only needed upon obtaining an additional [degree or vocational certificate](#). For example, you have a Bachelor's degree and you have obtained a Master's degree.

- TIP** To Add: Select the ADD button.
- To UPDATE: Select the entry and select the UPDATE button.

**Note:** If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those education entries with a selection button can be updated. For all others, please contact Human Resources to update.

### Education Information

Select Object:  |

Education Update Select Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	High school graduate or certificate of equivalency							
<input type="radio"/>	High school graduate or certificate of equivalency					High School		



# UPDATING EDUCATION ON MYBIZ



4. Click on “Add” to add a new entry. If you are updating a current entry, select the entry that you would like to update and click the “Update” button. Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

- Profile
- Disability
- Language
- Ethnicity and Race
- Emergency Contact
- Education
- Training
- Certifications/Licenses
- Awards and Bonuses

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Updates are only needed upon obtaining an additional [degree or vocational certificate](#). For example, you have a Bachelor's degree and you have obtained a Master's degree.

**TIP** To Add: Select the ADD button.  
To UPDATE: Select the entry and select the UPDATE button.

**Note:** If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those education entries with a selection button can be updated. For all others, please contact Human Resources to update.

### Education Information

Select Object:  |

Education Update	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/> Select Source	High school graduate or certificate of equivalency						
<input type="radio"/>	High school graduate or certificate of equivalency				High School		



# UPDATING EDUCATION ON MYBIZ



5. Complete all required sections. Use the drop down tabs to locate the appropriate coding.

## Education Information

\* Education Level   

Instructional Program   

Year Degree / Cert Attained   
(example: 1972)

Credit Hours   
(example: 1510)

Credit Type

Type Of School

College-Major-Minor

Academic Institution Name   

[Privacy Statement](#)

[ICE MyBiz](#) [ICE PAA V3](#) [FAQ](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

6. Once completed click on submit to “Self Verify” the education information.



# UPDATING EDUCATION ON MYBIZ



Once this education information is submitted, email a copy of the transcript and/or diploma the Human Resource Training and Development Section (HRD) to verify submission.

[NGCAJ1HRO-HRDS@ca.ngb.army.mil](mailto:NGCAJ1HRO-HRDS@ca.ngb.army.mil)

**Transcripts and/or diplomas must be received by the HRD section to in order to verify the education information submitted is valid.**