



UPDATING TRAINING ON MYBIZ



1. Log in to DCPDS at:
<https://compo.dcpds.cpms.osd.mil>

DCPDS Portal

Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

Authorized Non-CAC Login
Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:
Portal Password:

[Login Help](#)

Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

MYBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

MYWORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION

[Privacy Act](#) | [Accessibility](#) | [Privacy and Security Policy](#)

Start Trusted sites | Protected Mode: Off 100%



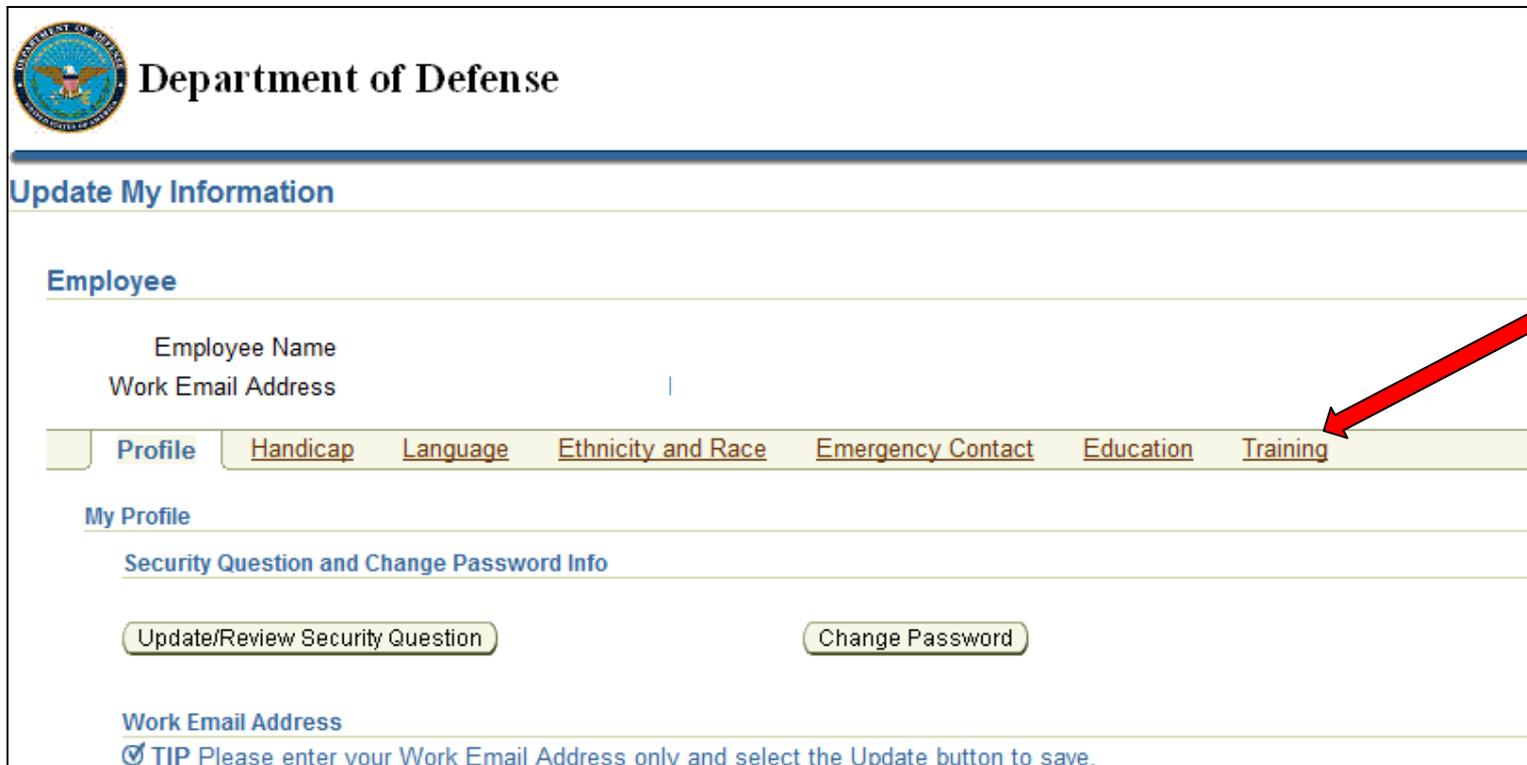
2. Select “Update My Information”.

My Biz

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



3. Click on the Training link.



The screenshot shows the 'Update My Information' page for the Department of Defense. The page has a header with the Department of Defense logo and the text 'Department of Defense'. Below the header is a section titled 'Update My Information'. Underneath, there is a section for 'Employee' with fields for 'Employee Name' and 'Work Email Address'. A horizontal menu contains several links: 'Profile', 'Handicap', 'Language', 'Ethnicity and Race', 'Emergency Contact', 'Education', and 'Training'. A red arrow points to the 'Training' link. Below the menu is a section titled 'My Profile' with a sub-section 'Security Question and Change Password Info'. This section contains two buttons: 'Update/Review Security Question' and 'Change Password'. At the bottom, there is a section for 'Work Email Address' with a tip: 'TIP Please enter your Work Email Address only and select the Update button to save.'

 Department of Defense

Update My Information

Employee

Employee Name
Work Email Address

[Profile](#) [Handicap](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) [Education](#) [Training](#)

My Profile

Security Question and Change Password Info

[Update/Review Security Question](#) [Change Password](#)

Work Email Address
✔ TIP Please enter your Work Email Address only and select the Update button to save.



4. Click on “Add”.

Profile Handicap Language Ethnicity and Race Emergency Contact Education **Training**

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add through My Biz are marked 'Self Certified'. Human Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion before entering it to prevent duplication.

Tips:

- Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certified' can only be updated by your training office.**
- Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the agency authorizing a training event(s). To view your training related Service Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.
- Select the 'Add' button to add new training information.
- To 'Delete' self certified training information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: Delete | **Add**

Select	Details	Trng Update	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Verified	NGB TECH PERSONNEL FUNCTIONAL WORKSHOP	26-Oct-2009	30-Oct-2009
<input type="radio"/>	Show	Verified	PROCESSING PERSONNEL ACTIONS (GS)	31-Aug-2009	04-Sep-2009

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

Profile Handicap Language Ethnicity and Race Emergency Contact Education **Training**

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences



5. Complete all required fields. Information can be found on the SF 182. If no SF 182 was created then use the Flashlight icon to search for correct coding.

Add Training Information Submit Cancel

Tip: A training record must be created on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 was not created. The 'Training Start Date' and the 'Course Title' are an exact match to a course already displayed in My Biz.

Employee
Employee ID: _____
Work Center: _____

Training Information
Training will be entered on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 was not created. The SF 182 via the OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. Tip: Right mouse click on link and select Open in New Tab.

* Indicates required field

* Course Title ⓘ

* Training Start Date ⓘ

* Training End Date ⓘ

Training Details

* Training Duty Hours ⓘ

* Training Non-Duty Hours ⓘ

Acquisition School Source ⓘ

* Training Sub Type ⓘ

* Training Source ⓘ

* Agency Type Code ⓘ

* Training Delivery Type ⓘ

* Priority Indicator ⓘ

* Decision Source ⓘ

* Training Purpose Type ⓘ

Training Cost Details

* Training Travel Indicator ⓘ

* Tuition and Fees \$ ⓘ

* Books & Material Costs \$ ⓘ

* Travel \$ ⓘ

* Per Diem \$ ⓘ

Other Details

Course Number Code ⓘ

* Training Accreditation Indicator ⓘ

Min Applicable

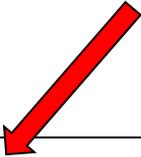
Trusted sites | Protected Mode: Off | 100%

The sections with asterisks are the required fields

This icon has information on the data needed.
The Flashlight brings up the search window.



6. Once all information is entered click on Submit and complete the self verification by digitally signing the document.



Add Training Information

Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displayed in My Biz.

Employee

Employee Name
Work Email Address

Training Information

Training will be documented on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 is not available. To view an example of the SF 182 via the OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. Tip: Right mouse click on link and select Open in New Window.

* Indicates required field

* Course Title

* Training Start Date

* Training End Date

Training Details

* Training Duty Hours

* Training Non-Duty Hours

Acquisition School Source

* Training Sub Type

* Training Source



Once completed, send a digital copy of your Certificate of Training to the HRO Training and Development Section at:

NGCAJ1HRO-HRDS@ca.ngb.army.mil

- **We will need to receive a copy to convert the status of your training to “Verified”.**