

Link to DCPDS Portal: <https://compo.dcpds.cpms.osd.mil/>



Select Non-Email Certificate

Enter SSN with dashes and select Register



The next screen, select Add Additional Database tab,
HR Username is your SSN# with dashes.

[Application/Database](#) **Add Additional Application/Databases**

HR Region Associations

**** Important **** You must complete and submit this information to finalize the Registration process. Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your **HR/MyBiz/MyWorkplace** log in screen "User Name". Use hyphens in the Username Field if applicable.

Username:

Confirm Username:

https://potteremp.dcpds.cpms.osd.mil/dcpdsportal-reg15/privacyact.jsf

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

