



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP ONE

Go to the DCPDS Portal

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

Press the “Smart Card Log In” button



### News and Information

Last updated January 6, 2020  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-EC) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-EC may do so using the following link - <https://www.cpms.osd.mil/expeditionary/home.html>.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

### Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

### Smart Card Access

To access MyBiz+/HR application, select **Smart Card Log In**.

**\*\*Important\*\*** If you received a new Smart Card with no changes to your information (Full Name or EDIPI) select **Smart Card Log In**.



**Register** your Smart Card for the *First Time*.  
**Re-register** a newly issued Smart Card (e.g., you had a Name Change).  
**Convert** from a Non-Smart Card User to a Smart Card User.

### Non-Smart Card Access

To access MyBiz+/HR application, select **Non-Smart Card Access Log In**.



**Register** as a Non-Smart Card User for the *First Time*.  
**Reset** Password



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP TWO

Press the MyBiz+ NG  
button

For Official Use Only

DCPDS PORTAL




DEPARTMENT OF DEFENSE  
ACTIVE MILITARY



Last Login: 15-OCT-2020 08:38:56 AM

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

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

### Choose your Path

 To protect your personal information, log out of your DCPDS Portal session by selecting the **'Logout'** button. 

For Official Use Only



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP THREE

Select “Update Professional Development” from the list of options on the left side of the MyBiz page

**MyBiz**

**Key Services**

[Manage Key Services](#) TIP

- [MyPerformance](#)
- [Manager Functions](#)
  - [Performance Management and Appraisal](#)
  - [Apply Action\(s\) to Multiple Employees](#)
  - [Manage MyPerformance Trusted Agent Authorization](#)
  - [View/Print Performance Management Reports](#)
  - [View Previous Requests](#)
  - [CIV Fill Request Status](#)
- [Request Employment Verification](#)
- [Civilian Career Report](#)
- [Update Professional Development](#)
- [SF50 Personnel Actions](#)
- [Update Contact Information](#)
- [Hiring Manager's Toolkit](#)
- [MyTeam Update Trusted Agent](#)
- [Civilian Expeditionary Workforce \(CEW\)](#)
- [Update MySupervisor](#)
- [Update MyTeam](#)



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP FOUR

Select “Training” from the drop-down menu under Professional Development and select “Update”

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

**Professional Development**

Training

[Update](#)

Education

Training

Certifications/Licenses

[Hiring Manager's Toolkit](#)

[MyTeam Update Trusted Agent](#)



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP FIVE

Press the “Add” button to create a new entry into your training record in MyBiz

Home / Professional Development

Education Training Certifications/Licenses

Add

Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time. Obligation/Continued Service Agreement on the [Personal](#) page.



# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP SIX

Enter the course information into the boxes. Please note: some of the fields are required. If you have questions regarding what data goes into each box, please select the “TIP” icon adjacent to the data entry field.

Select “Next” when complete.


Home / Professional Development / Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).


1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6. Review and Confirm
----------------	-----------------------	----------------	----------------------------------	---------	-----------------------

A new training entry will not be added if the Training Start Date, Training End Date and the Course Title are an exact match to training information already displayed.





\* = Required

\* Course Title:  


Limit to 120 characters Counter: 14

Course Number:  

Limit to 60 characters Counter: 0

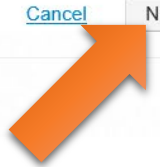
\* Training Period: \* Training Start Date:    \* Training End Date:   

dd-mon-yyyy dd-mon-yyyy

\* Training Accreditation Indicator:  Yes  No  Not Applicable 

[Cancel](#) [Next](#)

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





# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP SEVEN

Enter the course information into the boxes. Please note: some of the fields are required. If you have questions regarding what data goes into each box, please select the “TIP” icon adjacent to the data entry field.


Select “Next” when complete.



Home / Professional Development / Add Self-Certified Training


To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).


1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6. Review and Confirm
----------------	-----------------------	----------------	----------------------------------	---------	-----------------------


\* = Required


\* Priority Indicator:  Critical/Mandated  Essential  Recommended  Unknown 


\* Training Hours: \* Training Duty Hours:   \* Training Non-Duty Hours:  

\* Training Sub Type:   [Descriptions](#)

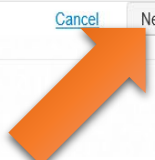
\* Training Source Type:   [Descriptions](#)

\* Training Delivery Type:   [Descriptions](#)

\* Decision Source:  

\* Training Purpose Type:   [Descriptions](#)

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





# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP EIGHT

Enter the course information into the box, if required.

Select “Next” when complete.

Home / Professional Development / Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6. Review and Confirm
----------------	-----------------------	----------------	----------------------------------	---------	-----------------------

Agency Type identifies a general type of course (e.g., Leadership, Security) or a specific course (e.g., DAU LAW 801 Acquisition Law). Many of the descriptions include an agency prefix code, e.g., AF-Air Force, AR-Army, NV-Navy, etc. DoD descriptions will not have a specific agency identified and may be used by all agencies. Select the description that most closely describes the course you are recording.

Descriptions marked 'Historical' represent training types not currently in use and should be selected only if you are recording a training event from the past, for example DAU CON 241 Information Technology Contract (Historical).

\* = Required

\* Agency Type:

Select Agency Type	Meaning
<input checked="" type="radio"/>	AR-Fiscal Law

[Skip to Step 5 Cost](#)





# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP NINE

Enter the course information into the box, if required.

Select “Next” when complete.

Home / Professional Development / Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data   2. Training Specifics   3. Agency Type   **4. Acquisition School (Optional)**   5. Cost   6. Review and Confirm

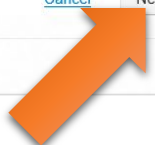
Acquisition School Source:  Search

Select Acquisition School	Meaning
<input type="radio"/>	(Historical) 3400 Technical Training Wing, Lowry AFB CO
<input type="radio"/>	(Historical) ASN Research, Dev&Acq (ASN/RDA), Arlington VA
<input type="radio"/>	(Historical) Army Management Eng Col (AMEC), Rock Island IL
<input type="radio"/>	(Historical) Army Management Eng Col (AMEC), St Louis MO
<input type="radio"/>	(Historical) Comm & Elect Cmd (CECOM), Ft Monmouth NJ
<input type="radio"/>	(Historical) DLA Center Tng, Educ&Dev (DCTED), Columbus OH
<input type="radio"/>	(Historical) Defense Acq Univ (DAU) Correspondence Course
<input type="radio"/>	(Historical) Defense Systems Mgt Col (DSMC), St Louis MO
<input type="radio"/>	(Historical) EUCOM USAFE/LGC
<input type="radio"/>	(Historical) General Service Administration, Arlington VA

<< (1 of 7) >>

Previous [Cancel](#) [Next](#)

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# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP TEN

Enter the cost information into the boxes.

Select “Next” when complete.

Home / Professional Development / Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	<b>5. Cost</b>	6. Review and Confirm
----------------	-----------------------	----------------	----------------------------------	----------------	-----------------------

\* = Required

\* Tuition and Fees \$

Format: 0.00



\* Books and Materials \$

Format: 0.00

\* Training Travel Indicator:  Yes  No  Not Applicable

Previous Cancel Next

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# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP ELEVEN

Review the course information provided from the previous fields.

Select “Confirm” when complete.

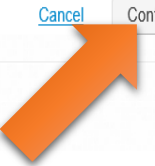
Home / Professional Development / Add Self-Certified Training



To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6. Review and Confirm
<b>Course Title:</b> Fiscal Law	<b>Course Number:</b> 301	<b>Training Start Date:</b> 25-Sep-2020	<b>Training End Date:</b> 25-Sep-2020	<b>Training Credit:</b> 0	<b>Training Credit Type:</b> Not Applicable
<b>Training Designation Type:</b> Other	<b>Training Duty Hours:</b> 5	<b>Training Non-Duty Hours:</b> 0	<b>Training Sub Type:</b> Acquisition	<b>Training Source Type:</b> Government External (Department of Defense)	<b>Training Delivery Type:</b> Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,
<b>Priority Indicator:</b> Critical/Mandated	<b>Training Purpose Type:</b> Program/Mission	<b>Training Accreditation Indicator:</b> Not Applicable	<b>Decision Source:</b> Agency Approved Academic/Education Course	<b>Acquisition School:</b> No Acquisition School Selected	<b>Books and Materials:</b> 00
<b>Agency Type:</b> AR-Fiscal Law	<b>Travel:</b> 00	<b>Tuition and Fees:</b> 00			
<b>Training Travel Indicator:</b> Not Applicable		<b>Per Diem:</b> 00			

Previous [Cancel](#) [Confirm](#)





# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP TWELVE

Press the “Process Transaction” button to route the training data to your MyBiz record.



Home / Professional Development / Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

\*\*\* ELECTRONIC SIGNATURE \*\*\*

**WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.**

By clicking the 'Process Transaction' button, I understand that my MyBiz+ login information is my electronic signature in effecting this transaction.

<input type="button" value="Process Transaction"/>	I acknowledge and wish to PROCESS THIS TRANSACTION
<input type="button" value="Cancel Transaction"/>	I do not acknowledge and wish to STOP this transaction.

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# SELF CERTIFICATION OF TRAINING IN MYBIZ

[Home](#) / [Professional Development](#) / Add Self-Certified Training



To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

## STEP THIRTEEN

Press the “Print Confirmation” button if you’d like a printed version for your records.

Press the “Done” button when complete.

### Confirmation

Course Title:	Fiscal Law	Course Number:	301
Training Start Date:	25-Sep-2020	Training End Date:	25-Sep-2020
Training Credit:	0	Training Credit Type:	Not Applicable
Training Designation Type:	Other	Training Duty Hours:	5
Training Non-Duty Hours:	0	Training Sub Type:	Acquisition
Training Source Type:	Government External (Department of Defense)	Training Delivery Type:	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,
Priority Indicator:	Critical/Mandated	Training Purpose Type:	Program/Mission
Training Accreditation Indicator:	Not Applicable	Decision Source:	Agency Approved Academic/Education Course
Agency Type:	AR-Fiscal Law	Acquisition School:	No Acquisition School Selected
Tuition and Fees:	00	Books and Materials:	00
Training Travel Indicator:	Not Applicable	Travel:	00
Per Diem:	00		





# SELF CERTIFICATION OF TRAINING IN MYBIZ

## STEP FOURTEEN

Your newly created entry will now show in your MyBiz training record.

Please submit a copy of your training certificate in GEARS to AZNG HRO TRAINING so the HRO staff can verify the submission in DCPDS.

Press the “Add” button to repeat the process and add additional training.

Education
Training
Certifications/Licenses

Add 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). View your training related Service Obligation/Continued Service Agreement on the [Personal](#) page.
 [Print Training Report](#)

Update Source	Course Title	Start Date	End Date	Date Training Recorded	Action
Self Certified	FISCAL LAW	25-Sep-2020	25-Sep-2020	16-Oct-2020	Delete
Verified	CLG 001 (DAU) DOD GOVTWIDE COMM PURCHASE CARD OVERVIEW	06-Nov-2019	06-Nov-2019	17-Apr-2020	
Verified	CLM 003 (DAU) OVERVIEW OF ACQUISITION ETHICS	27-Sep-2019	06-Nov-2019	17-Apr-2020	
Verified	CLG 006 (DAU) CERTIFYING OFFCR LEG TNG FOR PURCH CARD PYMNT	26-Sep-2017	26-Sep-2017	02-Oct-2017	
Verified	CLM 003 (DAU) OVERVIEW OF ACQUISITION ETHICS	26-Sep-2017	26-Sep-2017	02-Oct-2017	

**FISCAL LAW (25-Sep-2020 - 25-Sep-2020)**

<b>TRAINING DETAILS</b>	
<b>Training Duty Hours:</b> 5 <b>Training Sub Type:</b> Acquisition <b>Agency Type:</b> AR-Fiscal Law  <b>Acquisition School Source:</b> <b>Decision Source:</b> Agency Approved Academic/Education Course	<b>Training Non-Duty Hours:</b> 0 <b>Training Source Type:</b> Government External (Department of Defense) <b>Training Delivery Type:</b> Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, <b>Priority Indicator:</b> Critical/Mandated <b>Training Purpose Type:</b> Program/Mission
<b>TRAINING COST DETAILS</b>	
<b>Tuition and Fees:</b> 00 <b>Books and Materials Costs:</b> 00	<b>Training Travel Indicator:</b> Not Applicable <b>Travel:</b> 00 <b>Per Diem:</b> 00
<b>OTHER DETAILS</b>	
<b>Course Number:</b> 301 <b>Training Credit:</b> 0 <b>Training Designation Type:</b> Other	<b>Training Accreditation Indicator:</b> Not Applicable <b>Training Credit Type:</b> Not Applicable