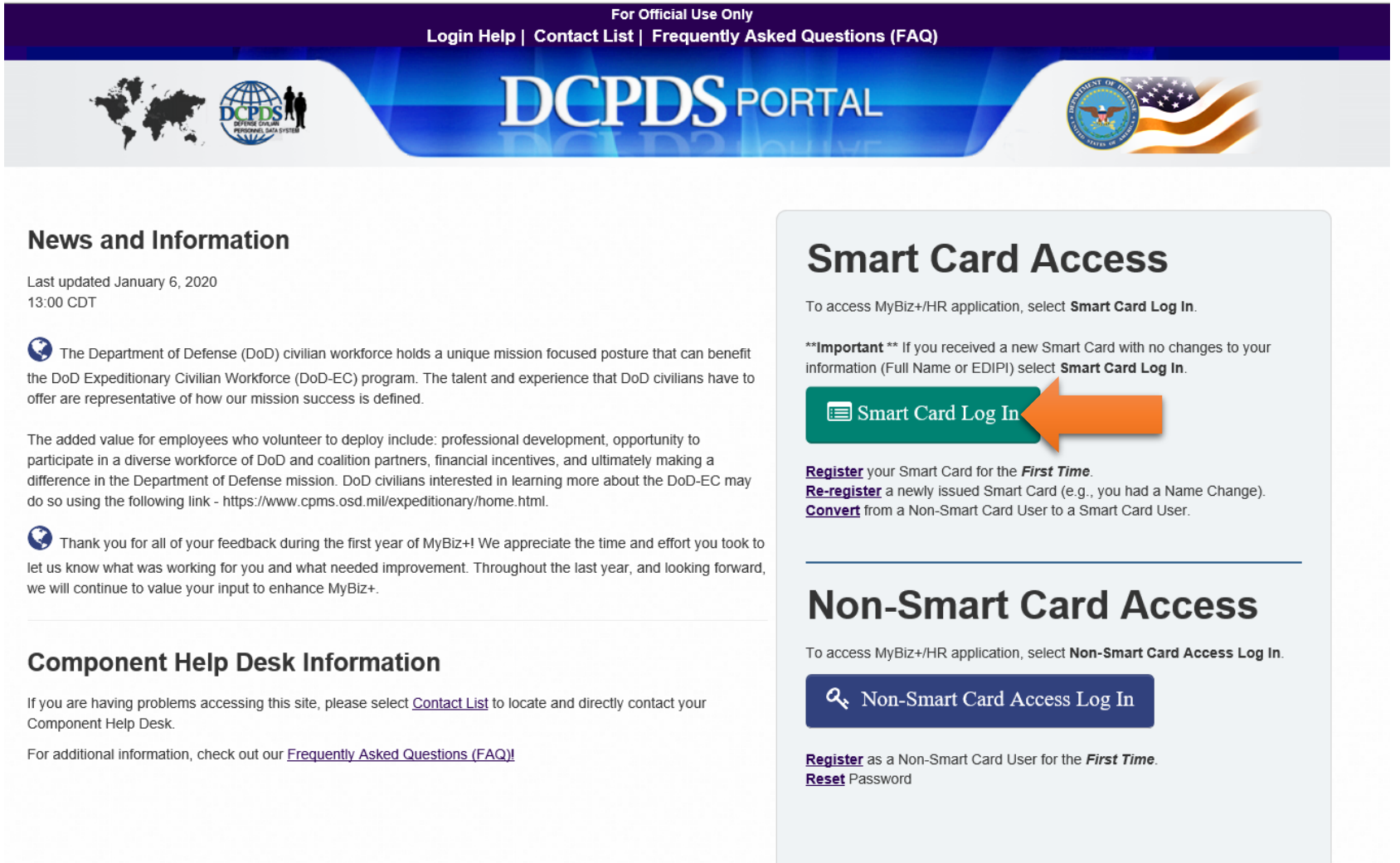
SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP ONE

Go to the DCPDS Portal

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

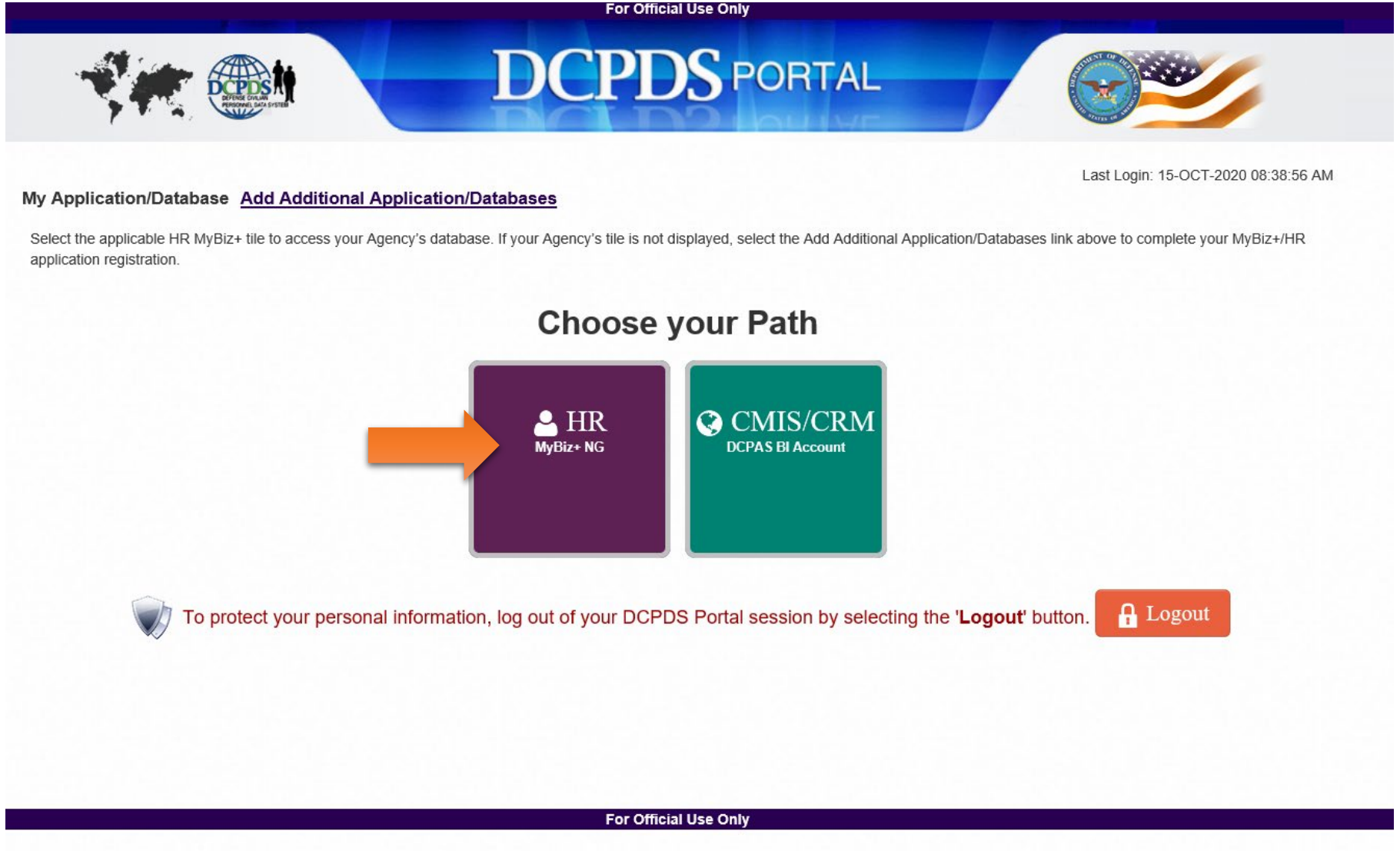
Press the "Smart Card Log In" button



SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP TWO

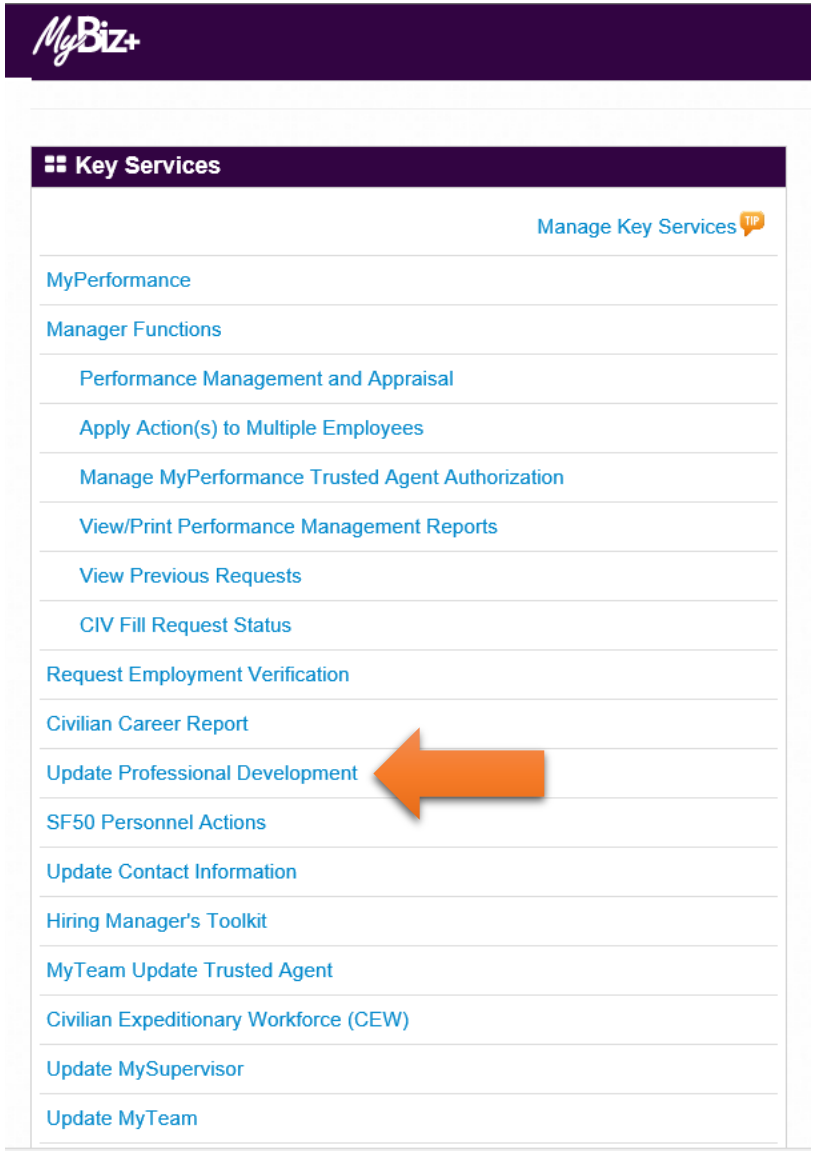
Press the MyBiz+ NG button



SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP THREE

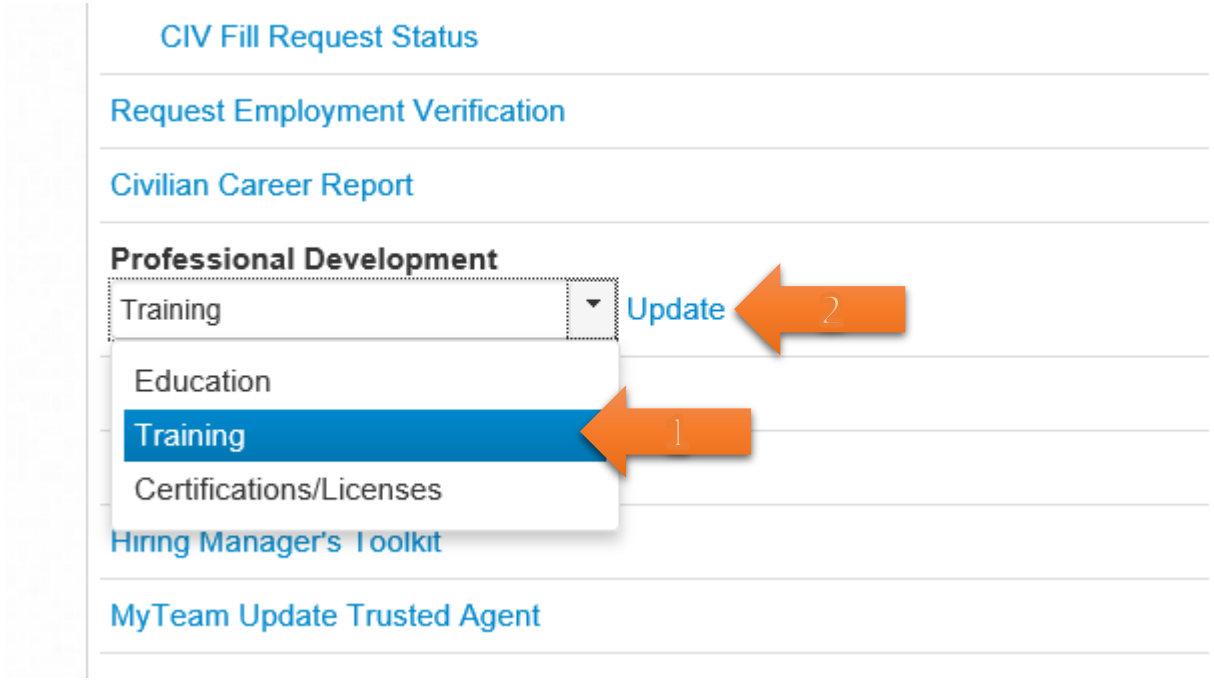
Select “Update Professional Development” from the list of options on the left side of the MyBiz page



SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP FOUR

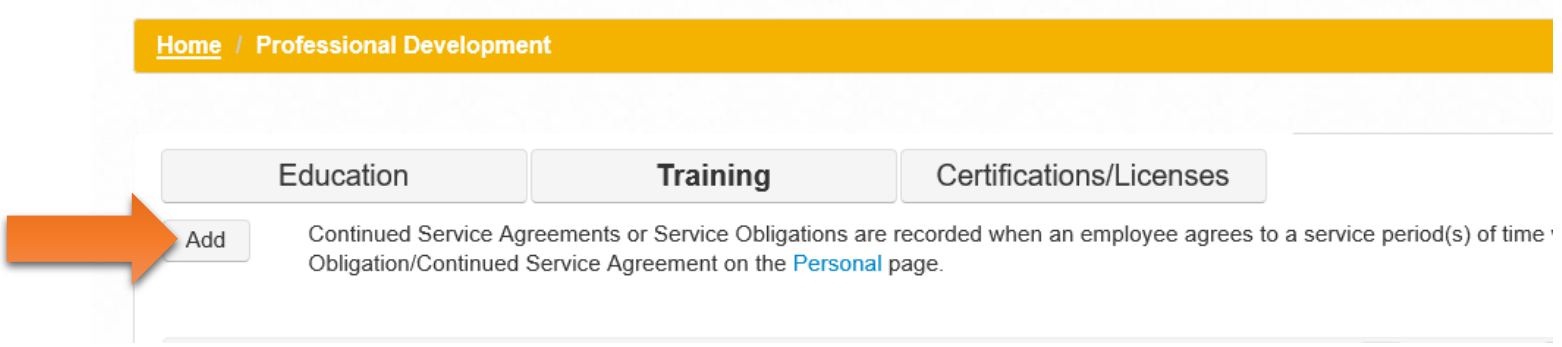
Select “Training” from the drop-down menu under Professional Development and select “Update”



SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP FIVE

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

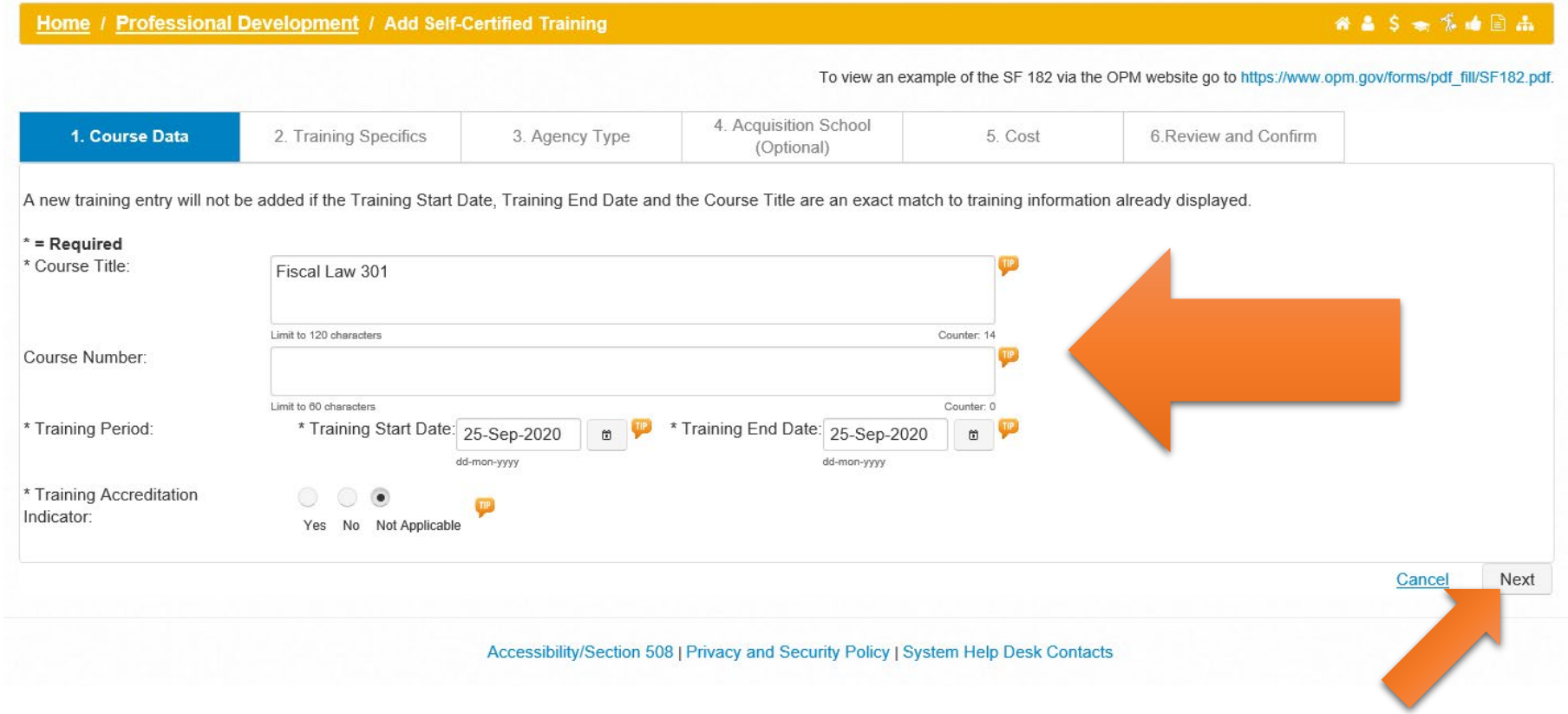


SELF CERTIFICATION OF TRAINING IN MYBIZ

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.

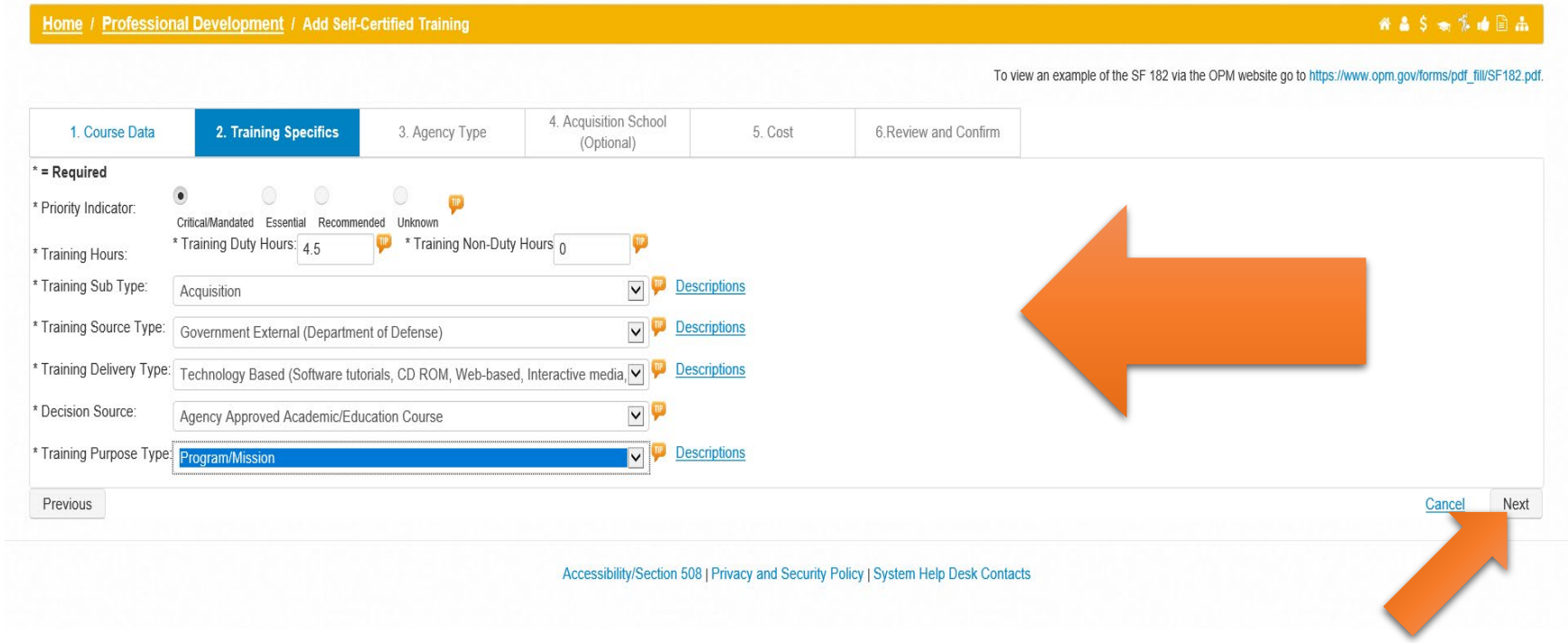


SELF CERTIFICATION OF TRAINING IN MYBIZ

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.

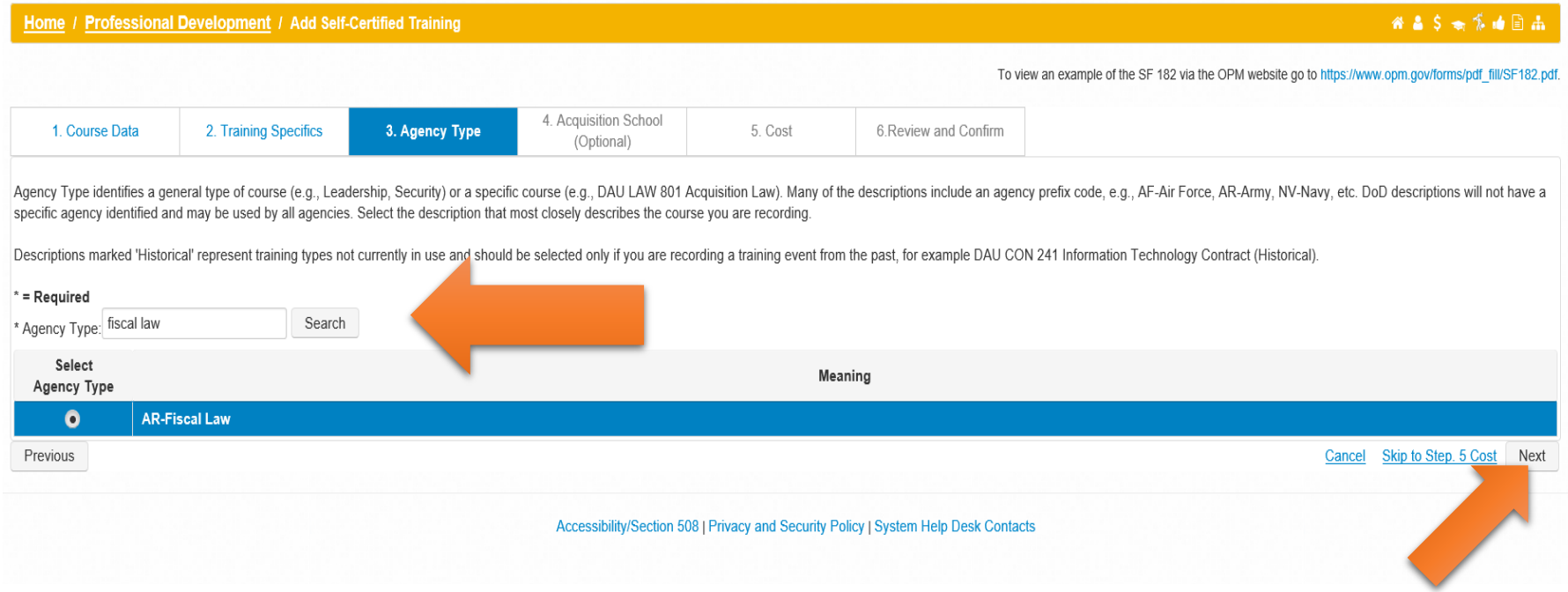


SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP EIGHT

Enter the course information into the box, if required.

Select “Next” when complete.

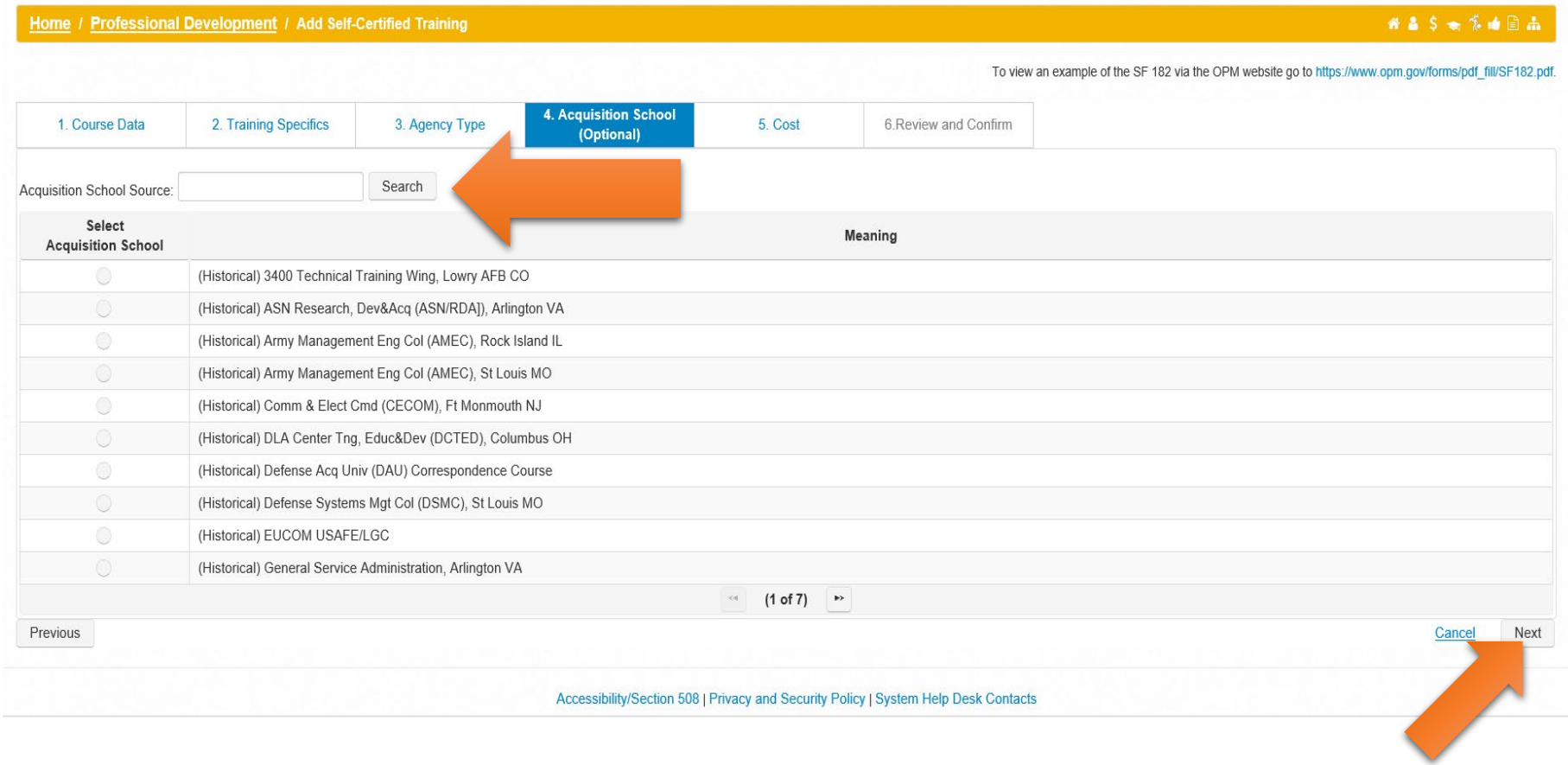


SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP NINE

Enter the course information into the box, if required.

Select "Next" when complete.

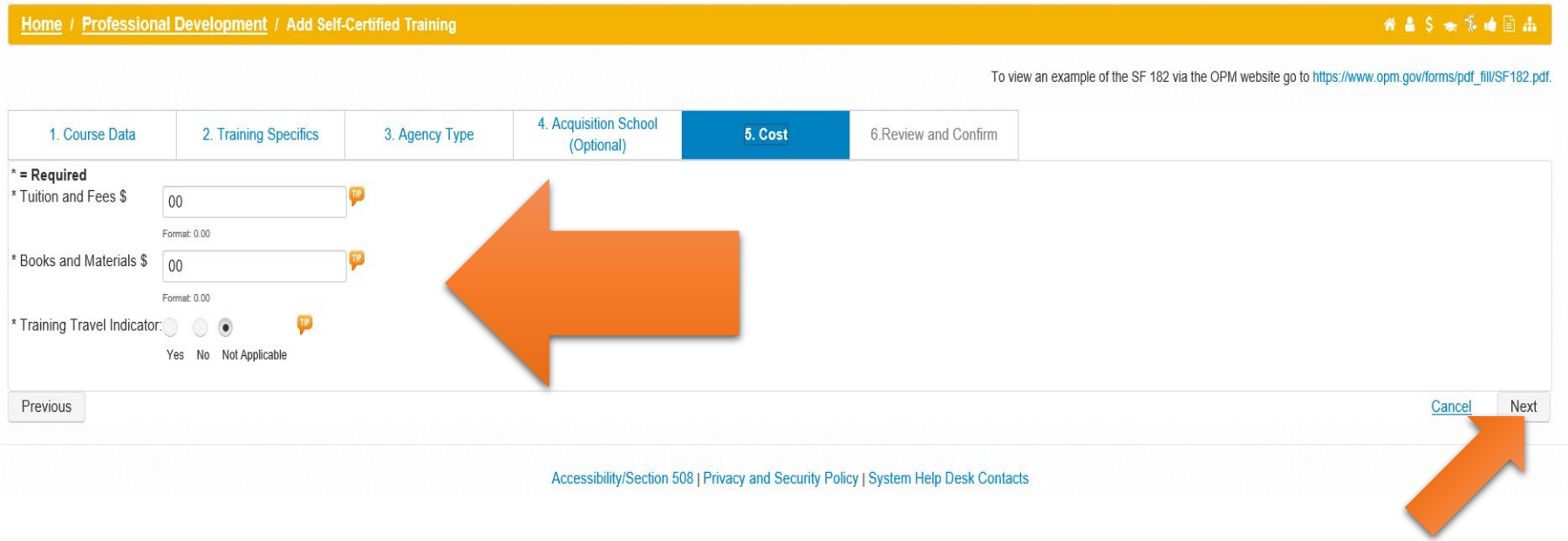


SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP TEN

Enter the cost information into the boxes.

Select “Next” when complete.

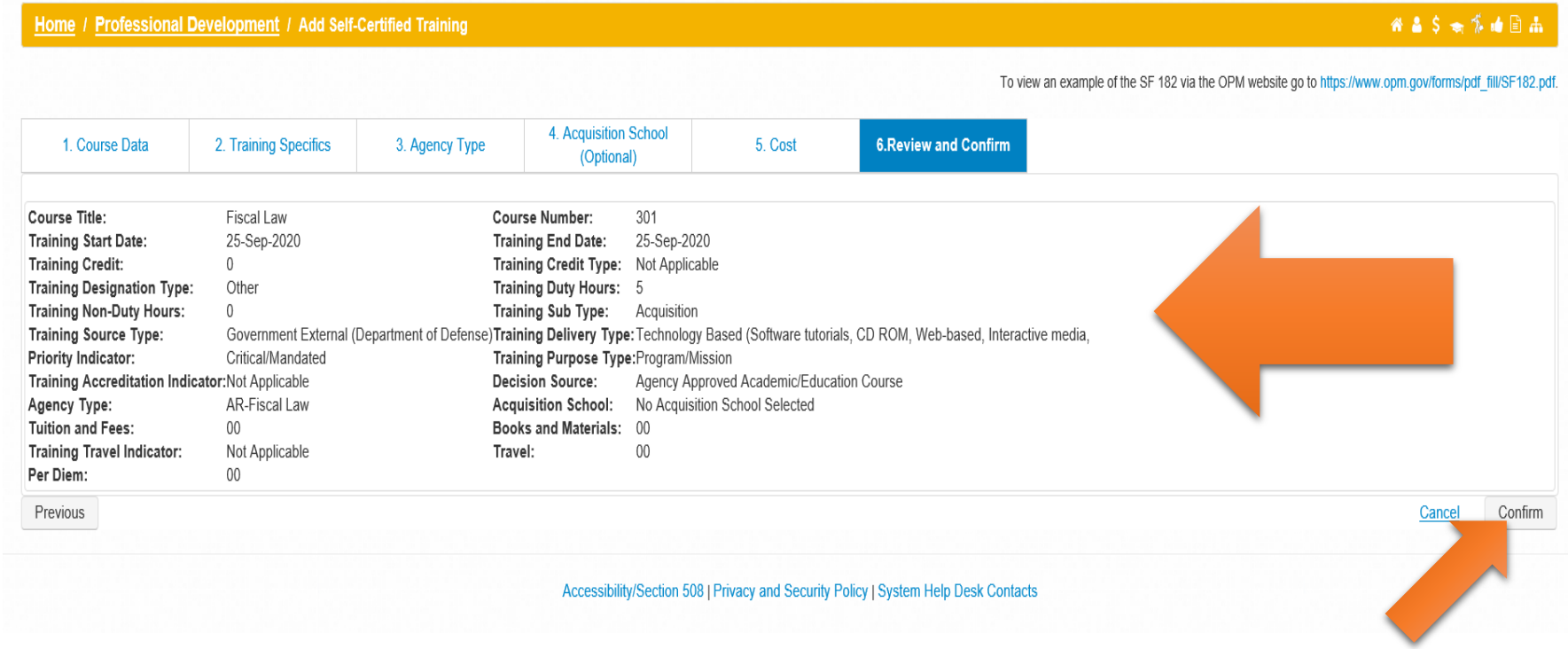


SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP ELEVEN

Review the course information provided from the previous fields.

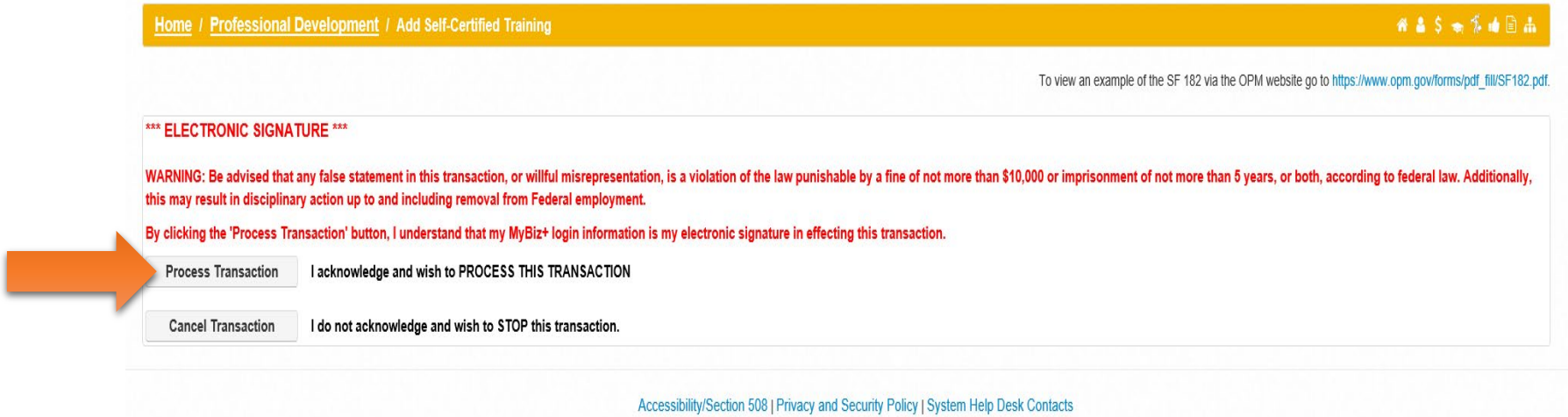
Select “Confirm” when complete.



SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP TWELVE

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

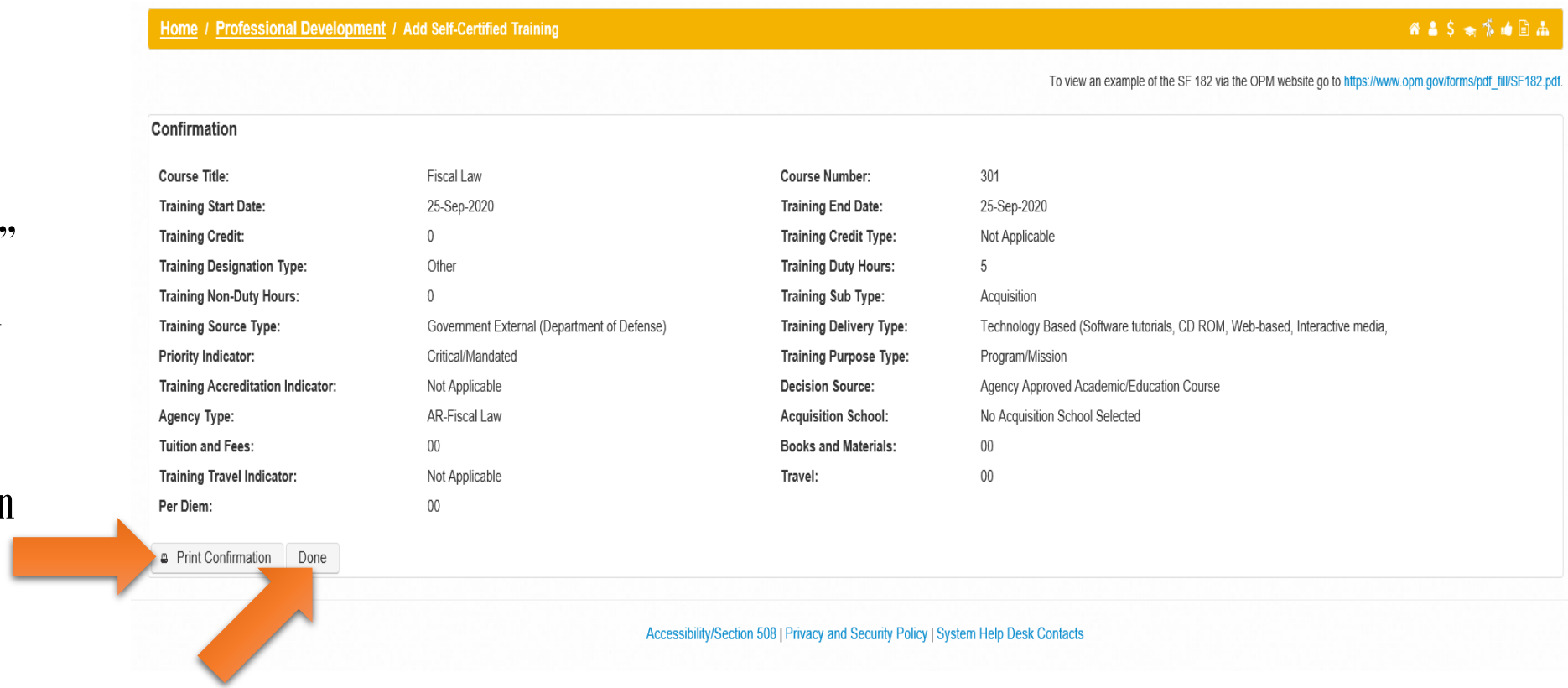


SELF CERTIFICATION OF TRAINING IN MYBIZ

STEP THIRTEEN

Press the "Print Confirmation" button if you'd like a printed version for your records.

Press the "Done" button when complete.



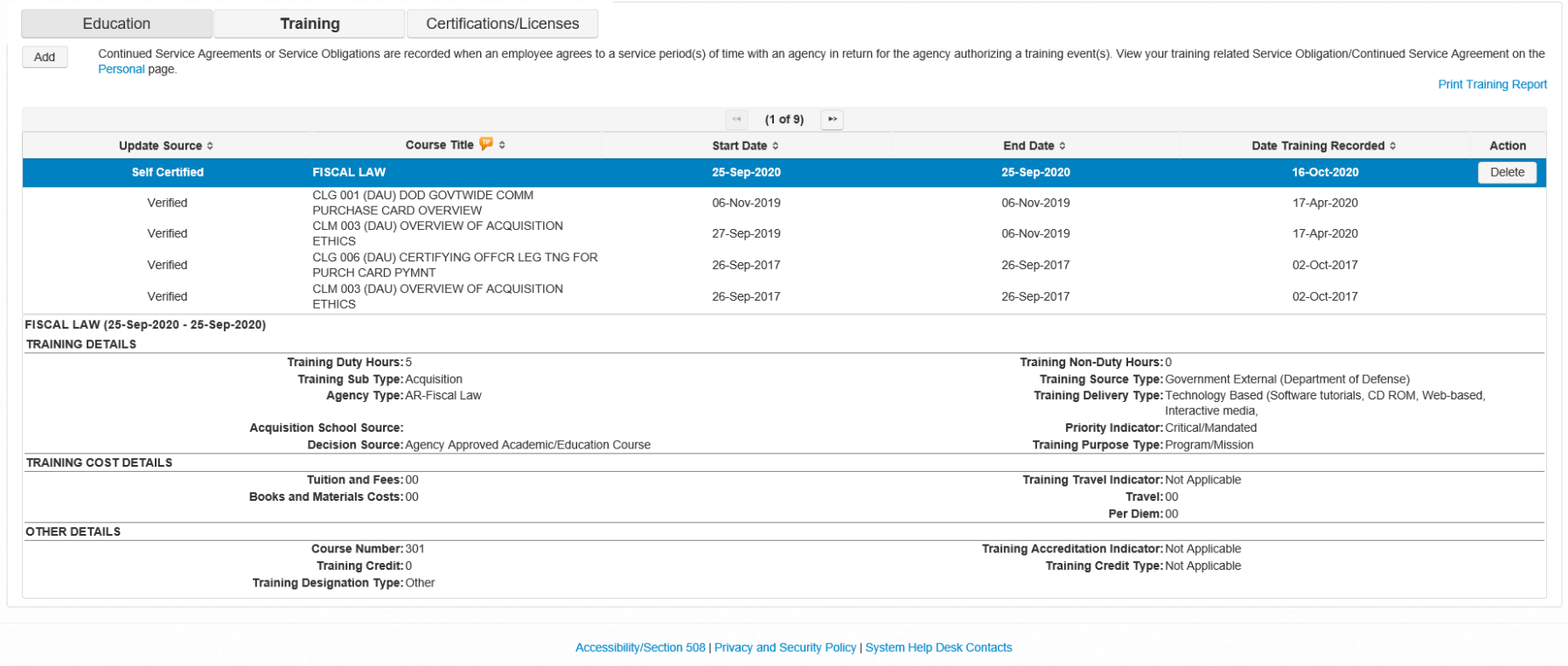
SELF CERTIFICATION OF TRAINING IN MYBIZ

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

(1 of 9)

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)

TRAINING DETAILS

Training Duty Hours: 5
Training Sub Type: Acquisition
Agency Type: AR-Fiscal Law
Acquisition School Source:
Decision Source: Agency Approved Academic/Education Course
Training Non-Duty Hours: 0
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 COST DETAILS

Tuition and Fees: 00
Books and Materials Costs: 00
Training Travel Indicator: Not Applicable
Travel: 00
Per Diem: 00

OTHER DETAILS

Course Number: 301
Training Credit: 0
Training Designation Type: Other
Training Accreditation Indicator: Not Applicable
Training Credit Type: Not Applicable

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts