

**Self Service ‘MyBiz’
Module I, Chapter 3
Updating My Information**

Introduction

Self Service provides employees the ability to log into ‘MyBiz’ and update their personal information. The following pages provide a brief overview of this new functionality.

Contents

Topic	Page
Privacy Act Statement	2
Profile Information	3
Handicap Information	9
Language Information	10
Ethnicity and Race Information	15
Emergency Contact Information	17
Education Information	23
Training Information	30

Update My Information

The  [Update My Information](#) function allows employees to update employee information.

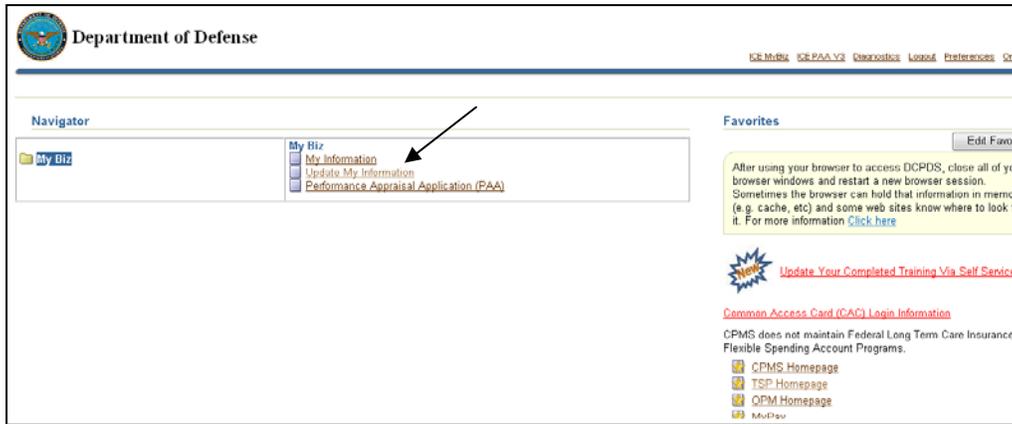


Figure 1

Privacy Act Statement

Before you can ‘view, add and/or update’ your personnel information, you must the ‘Privacy Act Statement’.

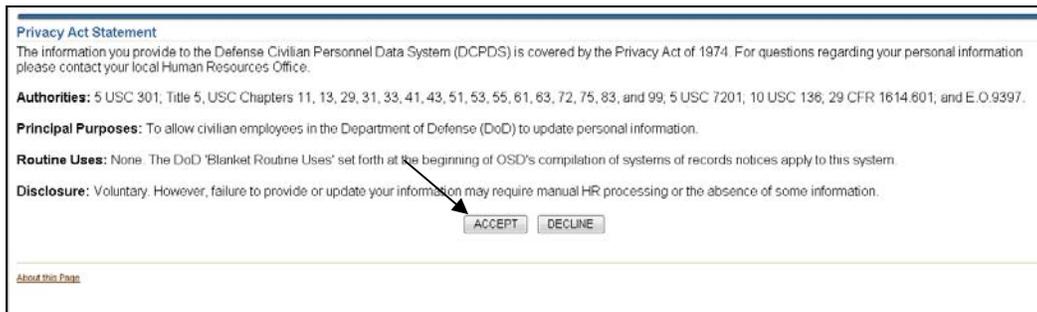


Figure 2

Tabs - The following is a list of the ‘Tabs’ with ‘associated’ information.

The General Information header includes the employee’s name and work email address.



Figure 3

The Profile tab allows you to update/change your security questions, answer and password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page), work email address, phone numbers and physical work address.



Figure 4

To update your security question select the **Update/Review Security Question** button. This information will be used to validate your information if you forget your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).



Figure 5

Enter the information below, and select the 'Update' button.

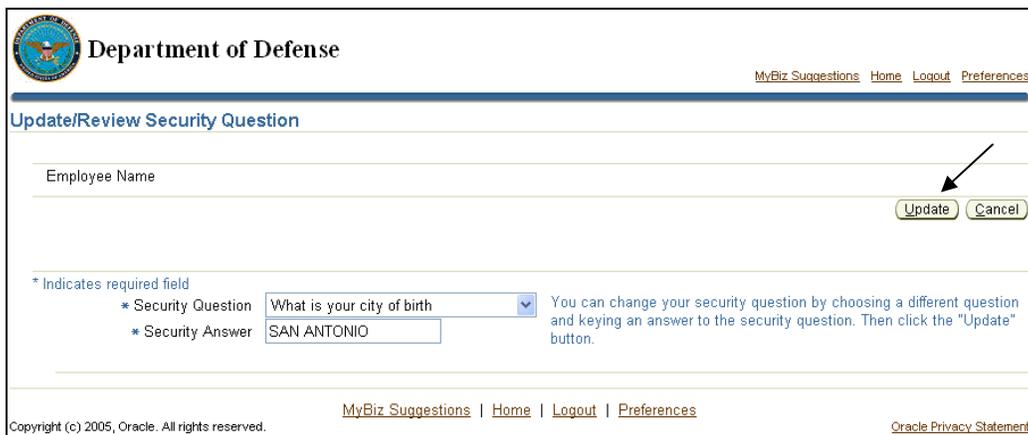


Figure 6

Once 'Update' is complete, a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select the [View Your My Biz Account](#) link.

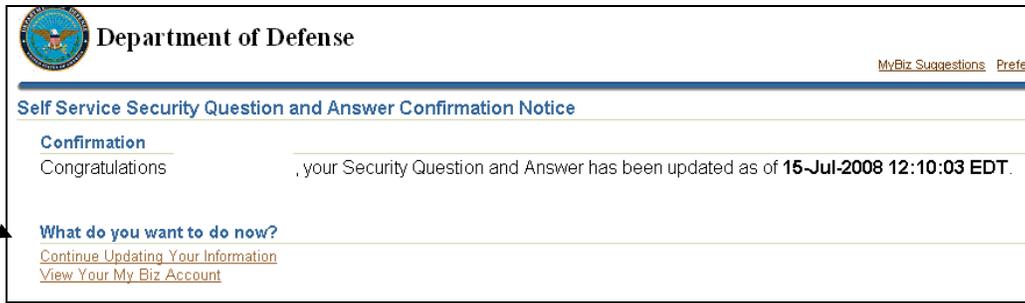


Figure 7

To change your password, select the **Change Password** button (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).



Figure 8

Enter your old password, followed by your new password twice, and then select 'Apply'. Note: You cannot 'Cancel' this action; you must reset your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).

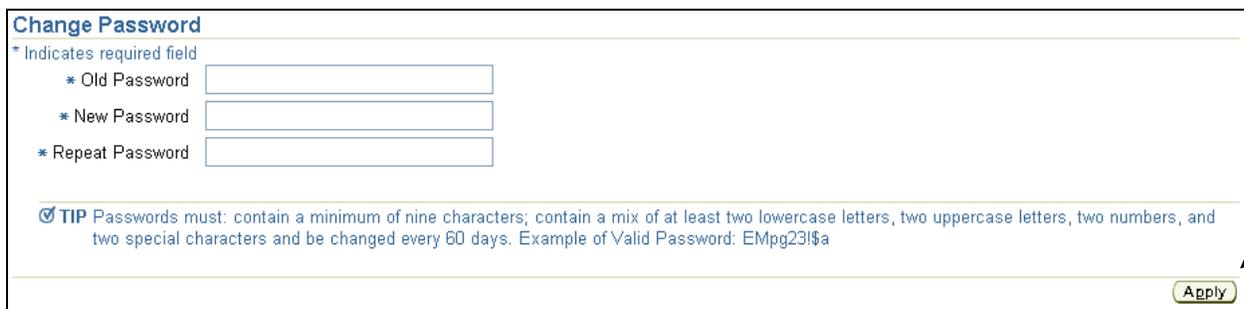


Figure 9

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the **Update** button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.



Figure 10

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select on [View Your My Biz Account](#) link.

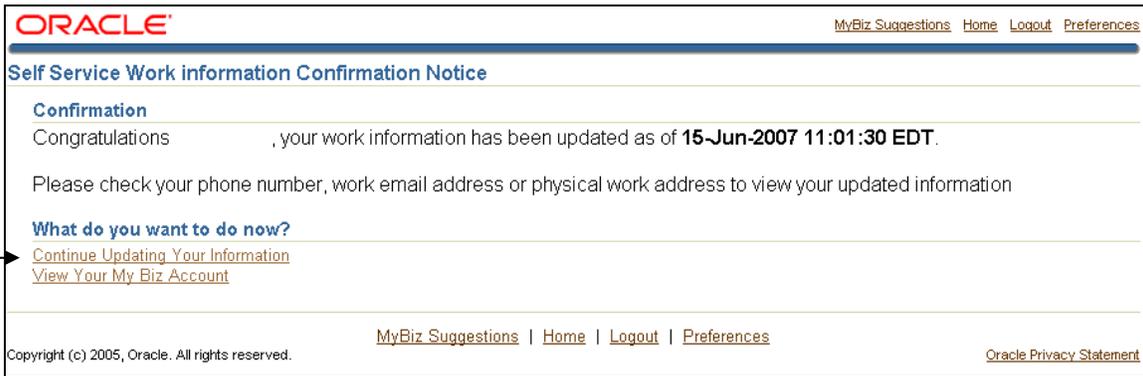


Figure 11

Phone Numbers

To 'add' a new phone number, select the  button.



Figure 12

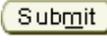
Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 123-456-7899 Ext 123. Once you have finished entering your phone number, select the  button.



Figure 13

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select on [View Your My Biz Account](#) link.

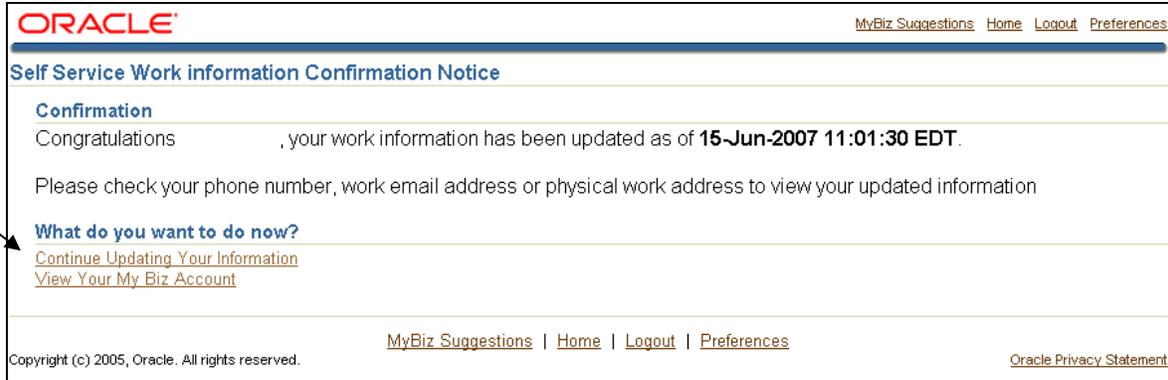


Figure 14

Edit a Phone Number

To 'update' an existing phone number select on the phone number link [123-456-7899](#).

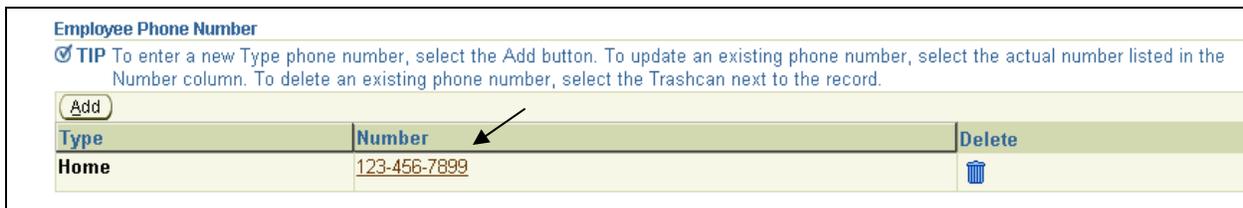


Figure 15

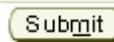
Change the phone number and select the  button.



Figure 16

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select on [View Your My Biz Account](#) link.



Figure 17

Delete a Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.



Figure 18

A warning screen displays; select the button to process the delete. If you want to cancel the delete, select the button.

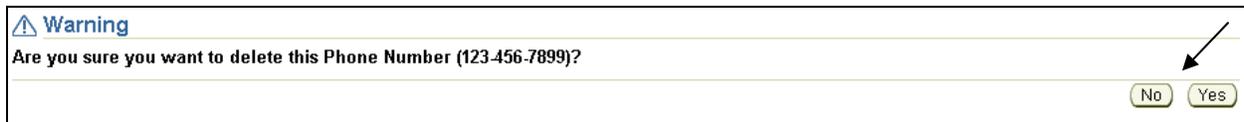


Figure 19

Physical Work Address

To 'add' Physical Work Address, select the button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.

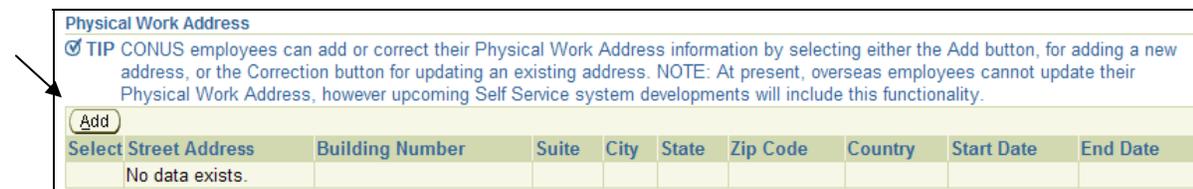


Figure 20

When adding a Physical Work Address, ‘Street Address, City, State, Zip Code’ are required fields and are noted with an *. Select the **Submit** button to save data.

Employee

Name
Employee Number
Work Email Address **firstname.lastname@army.mil**

Physical Work Address

* Indicates required field.

* Street Address **123 Ave G**
(example: 550 E Street West)

Building Number **Bldg 499**
(example: 663)

Suite, Room Number **Suite E, Room 102**
(example: 3, 206)

* City **San Antonio**

* State **TX**

* Zip Code **78150-0000**
(example: 78150-4547)

Country **United States**

Date From **23-Jan-2007**
(example: 21-Sep-2005)

Date To

Submit

Figure 21

After selecting ‘Submit’, a ‘Confirmation’ page displays. To return to the Profile tab, select the [Continue Updating Your Information](#) link. To return to the ‘MyBiz’ menu select on the [View Your My Biz Account](#) link.

ORACLE [MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Self Service Work information Confirmation Notice

Confirmation
Congratulations, your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

Copyright (c) 2005, Oracle. All rights reserved. [Oracle Privacy Statement](#)

Figure 22

Edit Physical Work Address

To correct a physical work address select the radio button next to the physical work address, then select the **Correction** button.

Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address **Correction** | **Add**

Select	Street Address	Building Number	Suite	City	State	Zip Code	Country	Start Date	End Date
<input checked="" type="radio"/>	123 Ave G	499	Suite E, Room 102	San Antonio	TX	78150-0000	US	21-Nov-2006	

Figure 23

Make the necessary changes to your physical work address, and then select the **Submit** button.

Employee

Name
Employee Number
Work Email Address **firstname.lastname@army.mil**

Physical Work Address
* Indicates required field.

* Street Address **910 Ave E**
(example: 550 E Street West)

Building Number **Bldg 663**
(example: 663)

Suite, Room Number **1st Floor, Room 105**
(example: 3, 206)

* City **San Antonio**

* State **TX**

* Zip Code **78150-0000**
(example: 78150-4547)

Country **United States**

Date From **23-Jan-2007**
(example: 21-Sep-2005)

Date To

Submit

Figure 24

After selecting 'Submit', a Confirmation page displays. Your changes have now been updated to your personnel record.

Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address Correction | Add

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
<input type="radio"/>	910 Ave E	Bldg 663	1st Floor, Room 105	San Antonio	TX	78150-0000	United States	23-Jan-2007	

Figure 25

Handicap tab contains employee's current handicap code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the **Update** button.

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

My Profile

Security Question and Change Password Info

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

Figure 26

Language tab contains employee’s languages and ‘Consent to Share and Release Language Information’ information.

Figure 27

Employees can ‘update’ proficiencies in an existing language, ‘delete’ a language or ‘add’ a new language to their ‘MyBiz’ record.

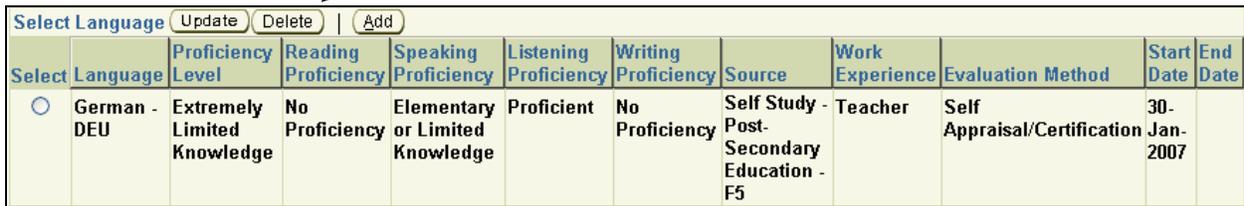
Select Language	Update	Delete	Add	Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/>				German - DEU	Extremely Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	18-Oct-2006	

Figure 28

To ‘update’ an existing language you must select the radio button next to the language, then select the **Update** button. Once all changes have been made, select the **Submit** button to save your changes.

Figure 29

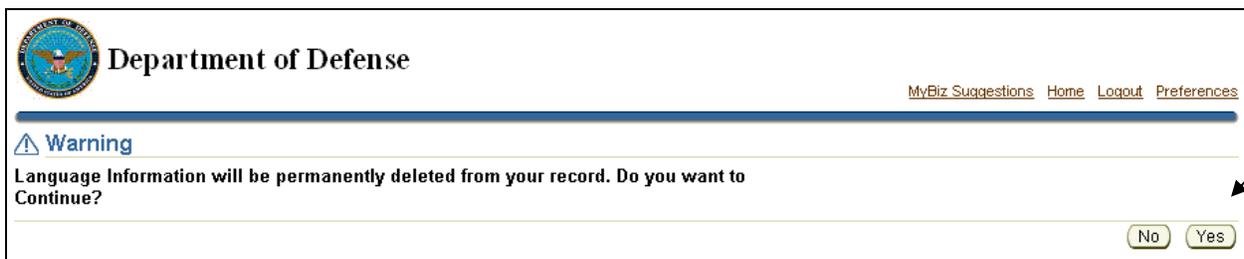
To 'delete' an existing language you must select the radio button next to the language, then select the **Delete** button.



Select Language											
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	30-Jan-2007	

Figure 30

Once you select on 'delete' button, a notification will appear, select on 'Yes' to delete, 'No' to return to the language screen.



 Department of Defense

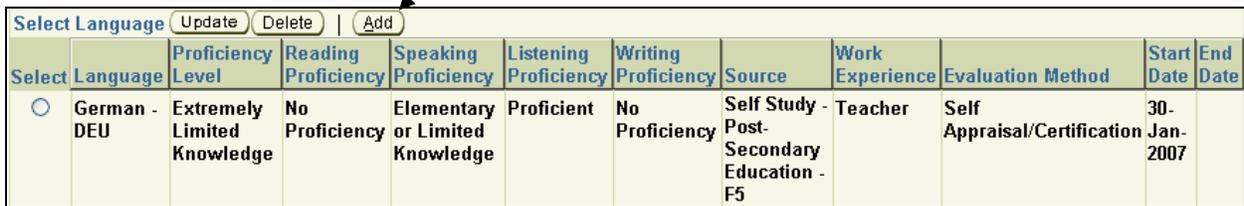
[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Warning

Language Information will be permanently deleted from your record. Do you want to Continue?

Figure 31

To 'add' a new language you must select the **Add** button.



Select Language											
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	30-Jan-2007	

Figure 32

Use the drop down menus to select the appropriate data for each data field. Once you have completed ‘adding’ your new language, select the **Submit** button to save your language.

The screenshot shows a web form titled "JS Fed Language". It includes a "Submit" button in the top right corner. Below the title, there is a section for "Employee" information with fields for "Employee Number" and "Employee Name", and "Work Email Address". The main section is "Language Information", which contains several dropdown menus: "Language Identifier" (set to "Spanish-American - QSA"), "Language Proficiency Level" (set to "Extremely Limited Knowledge"), "Language Reading Proficiency" (set to "Elementary or Limited Knowledge"), "Language Speaking Proficiency" (set to "Elementary or Limited Knowledge"), "Language Listening Proficiency" (set to "Elementary or Limited Knowledge"), and "Language Writing Proficiency" (set to "Elementary or Limited Knowledge"). Other fields include "Language Proficiency Source" (set to "Self Study - Heritage - F2"), "Language Work Experience" (set to "Translator"), and "Language Evaluation Method" (set to "Self Appraisal/Certification"). There are also fields for "Start date" (set to "17 Jul-2008 10:04:25 EDT") and "End Date" (with an example "21-Sep-2005"). A second "Submit" button is located at the bottom right of the form, with an arrow pointing to it from the right.

Figure 33

After selecting ‘Submit’, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select on the [Continue Updating Your Information](#) link. To return to ‘MyBiz’, select the [View Your My Biz Account](#) link.

The screenshot shows a confirmation page titled "Self Service Language Capability Confirmation Notice". It contains a "Confirmation" section with the text: "Congratulations, your language capability has been updated as of 06-Jun-2007 14:23:11 EDT." Below this is a list of 10 items, each with a corresponding proficiency level:

1. Language	Acholi - ACH
2. Language Proficiency Level	No Practical Knowledge (Navy/Air Force Use Only)
3. Language Reading Proficiency	Proficient
4. Language Speaking Proficiency	No Proficiency
5. Language Listening Proficiency	No Proficiency
6. Language Writing Proficiency	No Proficiency
7. Foreign Language Proficiency Source	Foreign Residence - C0
8. Language Work Experience (Duty Type)	Broadcaster
9. Language Evaluation Method	Self Appraisal/Certification
10. Language End Date	

 Below the list, there is a text prompt: "To print this page for your records, click on the print button below:" followed by a "Print Confirmation" button with an arrow pointing to it from the right. At the bottom, there is a section titled "What do you want to do now?" with two links: [Continue Updating Your Information](#) and [View Your My Biz Account](#).

Figure 34

Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the ‘Consent to Share and Release Language Information’ section of the ‘Language Information’ tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose ‘Yes’ to Consent to Share and Release Your Language Information.

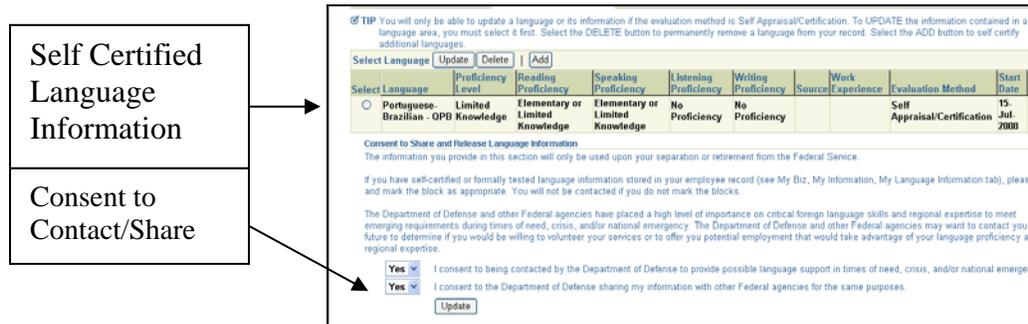


Figure 35

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

Notes:

- a. If a valid work email address is in ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, then you also will receive a ‘Consent to Share and Release Language Information’ confirmation email if you ‘Update’ your information.
 - b. You will not receive a confirmation email if you do not have a work email address in ‘MyBiz’ or you add an email after you initially ‘Updated’ your Consent to Share and Release Language Information however you can print the ‘Confirmation page’ for your records.
2. Select either ‘Yes’ or ‘No’ in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select ‘Yes’ to being contacted by the Department of Defense.

3. Select the 'Update' button if you updated your information.

Language skill, you must select a skill. Select the DELETE button to permanently remove a language from your record. Select the ADD button to add (un)selected languages.

Select Language	Proficiency	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/> Arabic	Limited Knowledge	Native	Elementary or Proficient	Elementary or Proficient	Elementary or Proficient	Foreign	Broadcaster	Self Appraisal/Certification	31 Dec 2007	31 Dec 2007
<input type="radio"/> Portuguese	Limited Knowledge	Native	Elementary or Proficient	Elementary or Proficient	Elementary or Proficient	Foreign	Broadcaster	Self Appraisal/Certification	31 Dec 2007	31 Dec 2007
<input type="radio"/> Spanish - PQRH	Limited Knowledge	Native	Elementary or Proficient	Elementary or Proficient	Elementary or Proficient	Foreign	Broadcaster	Self Appraisal/Certification	31 Dec 2007	31 Dec 2007
<input type="radio"/> Spanish - SPA	Limited Knowledge	Native	Elementary or Proficient	Elementary or Proficient	Elementary or Proficient	Foreign	Broadcaster	Self Appraisal/Certification	31 Dec 2007	31 Dec 2007

Consent to Share and Release Language Information
 The information you provide in this section will only be used upon your separation or retirement from the Federal Service.
 If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the block.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet operational requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Update

Figure 36

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. Once you submit your information, a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the [Continue Updating Your Information](#) link. To return to "MyBiz", select the [View Your My Biz Account](#) link.

Consent to Share and Release Language Information for Federal Employees who are Retiring/Separating

Confirmation
 Congratulations, Last Name, First Name, your 'Consent to Share and Release Language Information' has been updated as of 15:56:37 CST.

If you have a stored work email address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, receive a Confirmation Email for your records.

Yes: I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes: I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

To print this page for your records, click on the print button below.

[Personalize Region](#) **Print Confirmation**

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 37

Notes:

a. If your valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you will also receive a 'Consent to Share and Release Language Information' confirmation email.

From: mibiz_mover@pds.dpb.com.usd.od
 To:
 Subject: Consent to Share and Release Language Information

Greetings:

Thank you for updating your language information in "My Biz".

You have consented to being contacted after you retire or separate from DoD. Please take the time to review and re-endorse your language information before you retire or separate from the Department.

To review, update, or change your information, log into your "My Biz" account.

Figure 38

b. If you **do not** have an email address, then print this page for your records.

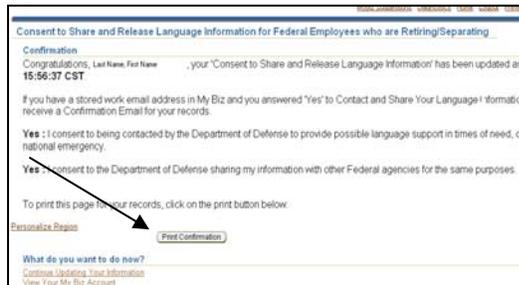


Figure 39

c. If you **do not** have a valid work email address, then update your email in My Biz, Update My Information, Profile, 'Work Email Address' data field.



Figure 40

Ethnicity and Race tab contains employee's ethnicity and race.

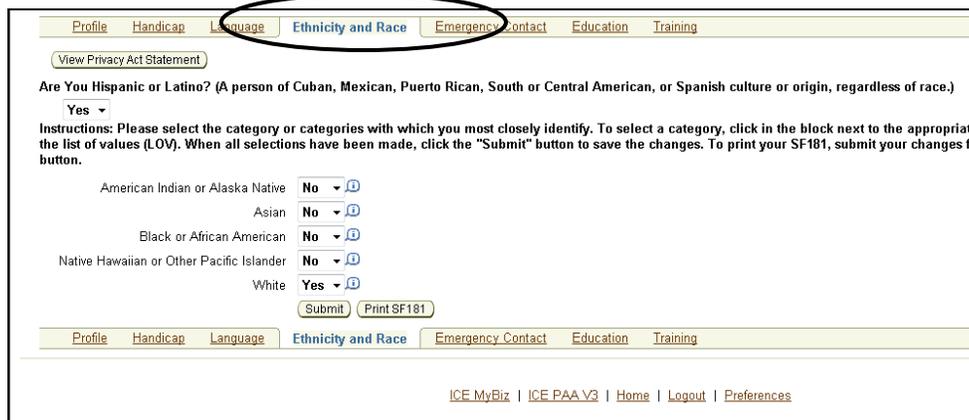


Figure 41

To 'update' ethnicity and race, answer the 'Are You Hispanic and Latino' question and use the drop down menu to view to select either 'Yes' or 'No'. Once you are ready to update, select the **Submit** button. To 'print' the SF181 form, select the **Print SF181** button.

To view the SF181 Privacy Act Statement, select the 

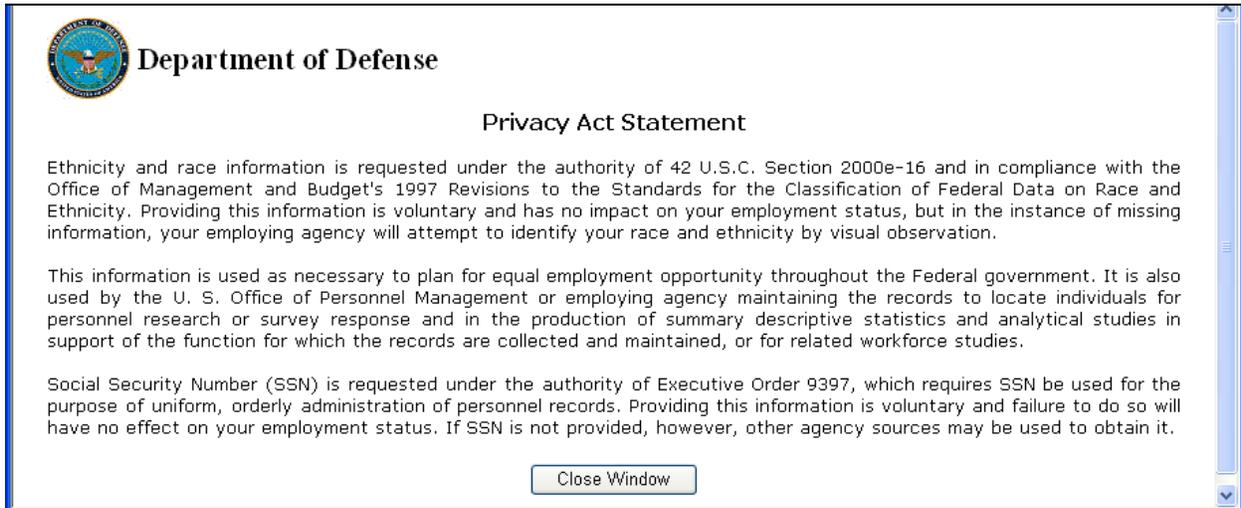


Figure 42

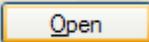
The SF181 can either be ‘saved’ to your computer or can be ‘opened’ and printed. To open the SF181 select the  button.



Figure 43

SF181

To print the SF181 select on the printer icon  or select ‘File, Print’. To exit this page, select ‘File’, ‘Exit’.

U.S. Office of Personnel Management Guide to Personnel Data Standards		ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)													
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year) Jul 1955												
Agency Use Only 24 May 2006 05:44 PM															
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it. Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2. Question 1. Are You Hispanic or Latino? (Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply. <table border="1"> <thead> <tr> <th>RACIAL CATEGORY (Check as many as apply)</th> <th>DEFINITION OF CATEGORY</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> American Indian or Alaska Native</td> <td>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</td> </tr> <tr> <td><input type="checkbox"/> Asian</td> <td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</td> </tr> <tr> <td><input type="checkbox"/> Black or African American</td> <td>A person having origins in any of the black racial groups of Africa.</td> </tr> <tr> <td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td> <td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> <tr> <td><input checked="" type="checkbox"/> White</td> <td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> </tbody> </table>				RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<input checked="" type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY														
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.														
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.														
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.														
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.														
<input checked="" type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.														

Figure 44

Emergency Contact tab contains employee's emergency contact information.

Select the link **Emergency Contact** to 'add, change or remove' your emergency contact information.



Figure 45

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

The image shows the 'Emergency Contact' form. At the top, there is an 'Add' button. Below it is a table with columns: Select Name, Primary Contact, Home Number, Work Number, Emergency Contact, and Email Address. The table currently shows 'No results found.' Below the table, there is a 'Print Receipt' button and a 'Continue Updating Your Information' link. At the bottom, there is a footer with links: ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences.

Figure 46

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the **Next** button.

Emergency Contact : Add Cancel

TIP This information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name
 Middle Name
 * Last Name
 Email Address
 Primary Contact ^D

TIP Do not add any contacts that are under the age of 18.

Residence Address

TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address information. Ensure you fill in the City, State and Zip Code fields.

Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	<input type="text"/>	
Add Another Row		

Cancel

Figure 47

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

Update My Information: Review Cancel Printable Page Back Submit

TIP This information is current as of today's date.
Employee Name

Review your information below and select the Submit button to apply your changes.
● Indicates Changed Items.

Maintain Contact

Contact	Proposed
Relationship Type	Emergency Contact
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@hotmail.com
Primary Contact	Yes

Phone

Phone	Proposed
Home	555-555-5500

Cancel Printable Page Back **Submit**

Figure 48

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contacts name, and then select the **Update** button.

Update My Information
TIP This information is current as of today's date.
Employee Name

Emergency Contact
Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as a Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then sel Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact
Select Emergency Contact Update Remove Add

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	No	555-555-5500		FirstName.LastName@hotmail.com

TIP To View or Print your Receipt, press the button below.
Print Receipt

[Continue Updating Your Information](#)

Figure 49

Make the necessary updates and select the **Next** button.

Emergency Contact : Update Cancel Next

TIP This information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name
Middle Name
* Last Name
Email Address
 Primary Contact
Relationship
TIP Do not add any contacts that are under the age of 18.

Residence Address
TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.
 Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-555-5501	<input type="button" value="Delete"/>
Work	555-522-5200	<input type="button" value="Delete"/>

Cancel Next

Figure 50

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel!** button.

Figure 51

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

Figure 52

A 'Warning' page will be displayed if you selected **Cancel!**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

Figure 53

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.

Update My Information

TIP This information is current as of today's date.
Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact Update Remove Add

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	555-555-5500		FirstName@hotmail.com

TIP To View or Print your Receipt, press the button below.
Print Receipt

[Continue Updating Your Information](#)

Figure 54

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.

Remove Contact

TIP This information is current as of today's date.
Employee Name

To remove this contact, select the next button. To cancel this action, select the cancel button.

* Indicates required field

Name **LastName, FirstName MiddleName**

Relationship **Emergency Contact**

End Date 05-Jun-2008

Cancel **Next**

Figure 55

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without removing your contact person, select the **Cancel!** button.

Update My Information: Review

TIP This information is current as of today's date.
Employee Name

Review your information below and select the Submit button to apply your changes.

Indicates Changed Items.

Remove Contact

Removed
Contact Name LastName, FirstName MiddleName
Contact Type Emergency
Relationship Emergency Contact
End Date 05-Jun-2008

Cancel! **Printable Page** **Back** **Submit**

Figure 56

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.

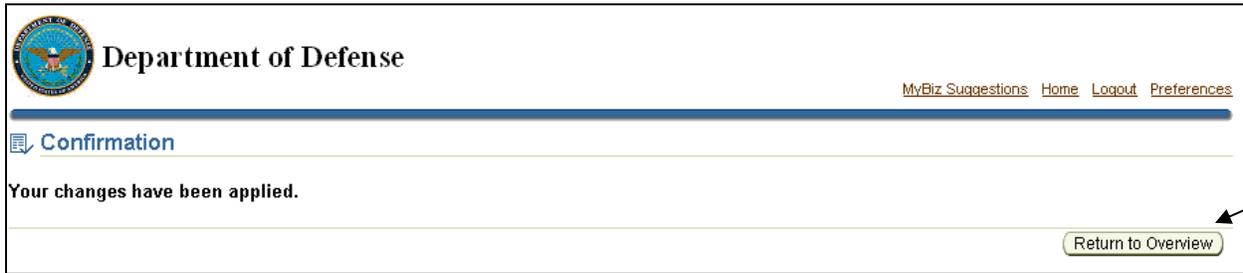


Figure 57

A 'Warning' page will display if you selected **Cancel!**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

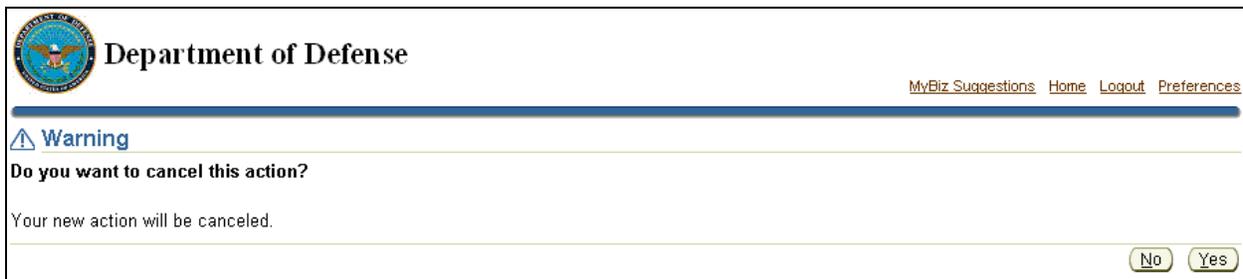


Figure 58

Printing Receipt

To print a receipt, select the **Print Receipt** button.

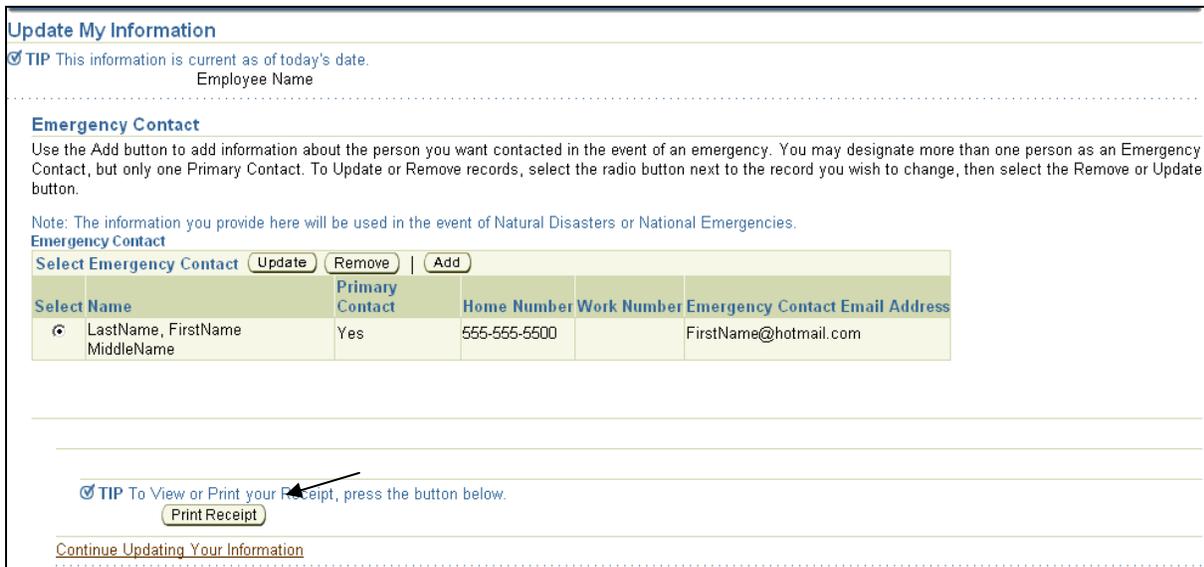


Figure 59

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the  button.



Figure 60

Printed Receipt

To print the 'Receipt', select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

Emergency Contact: Receipt

Contact Information

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	first last Name
Employee Home Phone	123-456-7899
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	
Contact # 1	
Primary Contact	Yes
First Name	First
Middle Name	Middle
Last Name	Last
Email Address	first.last@email.mil
Phone	
Home	123-456-7899
Home Secondary	

Figure 61

Education tab contains employee's education information.

Select the  tab to 'view, add or update' your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the [degree or vocational certificate](#) link.

Update My Information

Employee

Employee Name
Work Email Address

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

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: Update | Add

Select	Education Update 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"/>									

Profile Handicap Code Language Information US Fed Ethnicity and Race Category Emergency Contact Information **Education Information**

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

Figure 62

Adding Education Information

To 'add' education information, select the **Add** button.

Note: 'Education Update Source' will display with either 'Verified', 'no information' or 'Self Certified' in the 'Education Update Source' data field column. You can only update education information with 'Self Certified'. You cannot update education information with 'verified' and 'no information' since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.

Education Information

Select Object: Update | **Add**

Select	Education Update 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"/>	Self Certified	High school graduate or certificate of equivalency		1990					
<input type="radio"/>	Verified	Bachelor's degree	Accounting and Business/Management (520305)	1992	0120	Semester Hours	College or University	Major Field of Study	Boston College, Chestnut Hill MA
<input type="radio"/>	Self Certified	Associate Degree	Accounting (520399)	1992	0120	Semester Hours	Junior College	Major Field of Study	San Antonio College, San Antonio TX

Profile Handicap Code Language Information US Fed Ethnicity and Race Category Emergency Contact Information **Education Information**

Cancel

Figure 63

The 'Add' page displays. Enter information for your educational update below. For additional information on a specific data field, select the **i**.

Note: To search for your specific education information, select the  flashlight located next to the data field you are updating.

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.

 Add is for a new entry that is not yet documented on your Education Information (For example, your highest education level indicates High School, but you have two years of college. You would add two years of college).

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** You will not be able to remove or update education information of Terminal occupational prgm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  flashlight located next to the data field you are updating.

Education Information

* Education Level  

Instructional Program  

Year Degree / Cert Attained
(example: 1972)

Credit Hours
(example: 1510)

Credit Type 

Type Of School 

College-Major-Minor 

Figure 64

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

- Vocational/ Occupational Schools – certificate or diploma
- Associates Degree

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the  flashlight . The following Search screen displays.

Search and Select: Education Level Cancel Select

Search

To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Bachelors degree', enter %Bach%, for a list of 'Post-degree levels' enter %Post%, or enter % Degree% for various degree levels, then select 'Go'. To select your Education Level, select the 'Quick Select' icon next to your information.

Search By: Description

Results

Select	Quick Select	Educational Level	Description
No search conducted.			

Cancel Select

Figure 65

To obtain a quick list of information available, select the ‘Go’ button. Once the list displays, select the ‘Quick Select’  icon next to your selection. To view more information, select the [Next 10](#) link (see **Figure 66**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For ‘Education Level’ you may enter the beginning portion of the item name if known, such as %high%, assoc%, %college%, or %degree%. For ‘Academic Institution’ you may type the beginning portion of the item name if known, such as %TX% or %A&M% and select ‘Go’ or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

For ‘Instructional Program’ you may type the beginning portion of the item name if known, such as %Science%, %Law%, %Educ% and select ‘Go’ or %Not Applicable%.

Note: ‘Not Applicable’ is only used for ‘Vocational/Occupational Schools – certificate or diploma received’ and for LN/NAF employee entries.

Once information is located, select it by selecting the ‘Quick Select’  icon or selecting the radio button in the ‘Select’ column and then selecting the ‘Select’ button.

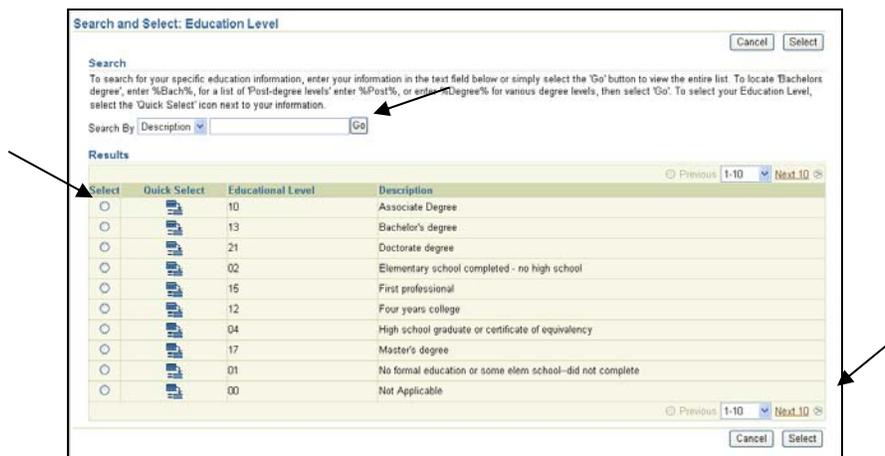


Figure 66

The selected information auto populates into the appropriate data field.

Note: If you select ‘Vocational/ Occupational Schools - certificate or diploma received’, ‘Associate Degree’, ‘Select’ and higher education levels, you must enter data in all the fields.

To search for your specific education information, select the flashlight located next to the data field you are updating.

Education Information

* Education Level **Master's degree**  

Instructional Program  

Year Degree / Cert Attained
(example: 1972)

Credit Hours
(example: 1510)

Credit Type 

Type Of School 

College-Major-Minor 

Academic Institution Name  

Figure 67

Once all the applicable information is entered, select the ‘Submit’ button.

To search for your specific education information, select the flashlight located next to the data field you are updating.

Education Information

* Education Level **Master's degree**  

Instructional Program **Accounting and Business/Management (520305)**  

Year Degree / Cert Attained **1998**
(example: 1972)

Credit Hours **65**
(example: 1510)

Credit Type **Semester Hours** 

Type Of School **College or University** 

College-Major-Minor **Major Field of Study** 

Academic Institution Name **Brandeis University, Waltham MA**  

Figure 68

Before education information is updated into the system, ‘Electronic Signatures’ must be completed. To Electronically Sign and verify Education information, select the ‘Process Transaction’ button.

*** 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 DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

[MyBiz Suggestions](#) | [Diagnostics](#) | [Preferences](#) | [Personalize Page](#) | [Close Window](#)

[About this Page](#)

Figure 69

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

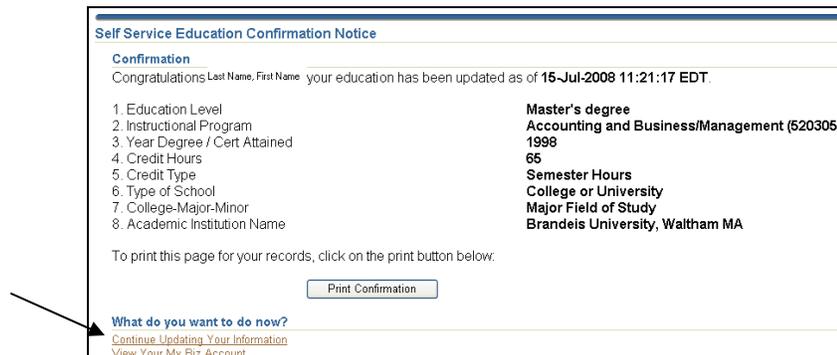


Figure 70

Updating Education Information

Education information 'added' via 'MyBiz', Update My Information will include 'Self Certified' in the Education Update Source column. **'Update'** existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

Note: In this view, the 'Self Certified' entry for the 'Master's and Bachelor's degree are grayed out and not updatable. Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable.

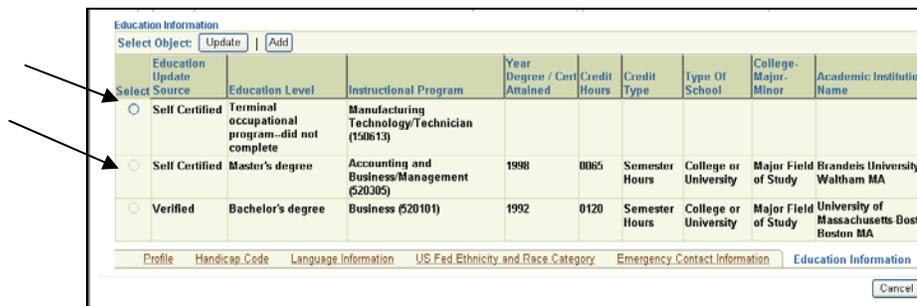


Figure 71

The 'Update' page displays with existing information auto populating in the data fields (see **Figure 72**). Update the information in **Figure 72** below. For additional information on a specific data field, select the .

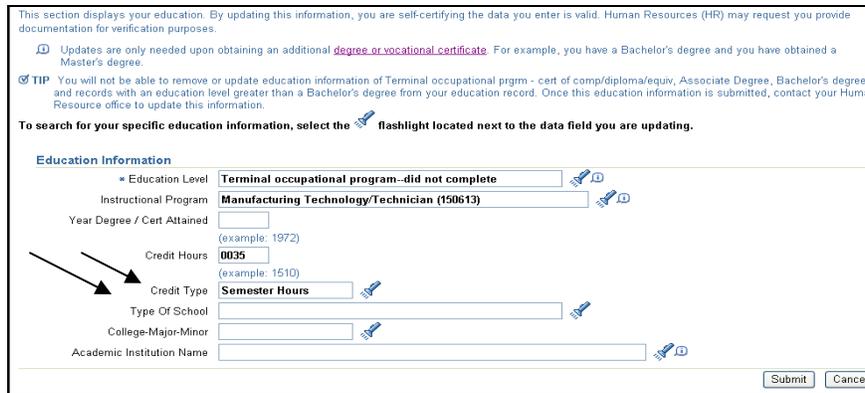
Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via 'MyBiz', Update My Information- Education':

- Vocational/ Occupational Schools – certificate or diploma, Associates Degree
- Bachelor's Degree, and all other educational levels higher than a Bachelor's Degree.

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.

To search for information for a specific data field, select the  or update your information and then select the 'Submit' button.

Note: In this example, 'Credit Hours' and 'Credit Type' was updated.



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.

 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** You will not be able to remove or update education information of Terminal occupational prgim - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

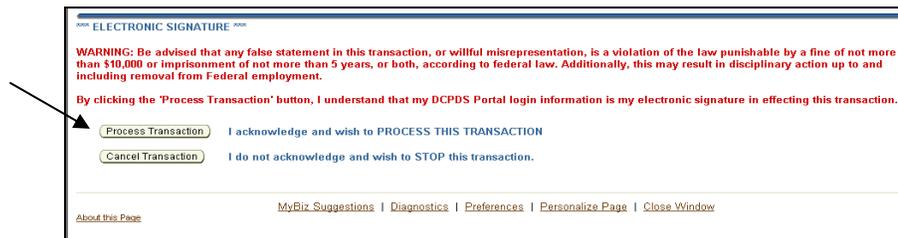
To search for your specific education information, select the  flashlight located next to the data field you are updating.

Education Information

- Education Level: Terminal occupational program--did not complete 
- Instructional Program: Manufacturing Technology/Technician (150613) 
- Year Degree / Cert Attained: (example: 1972)
- Credit Hours: 0035  (example: 1510)
- Credit Type: Semester Hours 
- Type Of School: 
- College-Major-Minor: 
- Academic Institution Name: 

Figure 72

Before education information is updated into the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.



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 DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

[About this Page](#) | [MyBiz Suggestions](#) | [Diagnostics](#) | [Preferences](#) | [Personalize Page](#) | [Close Window](#)

Figure 73

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

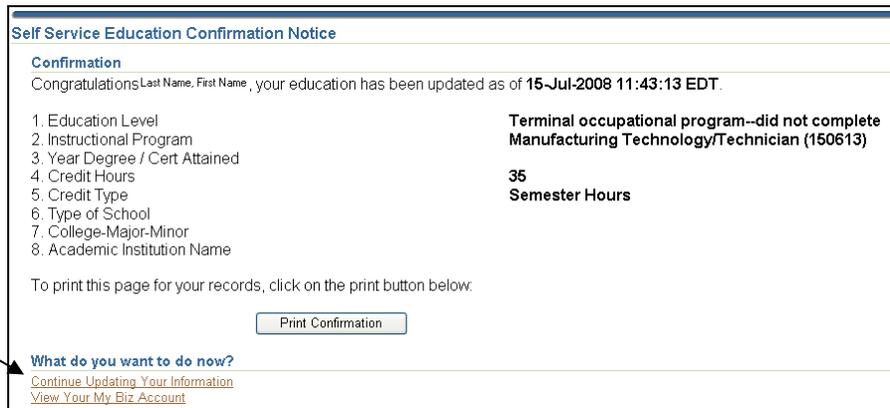


Figure 74

Updated 'Education Information' displays.

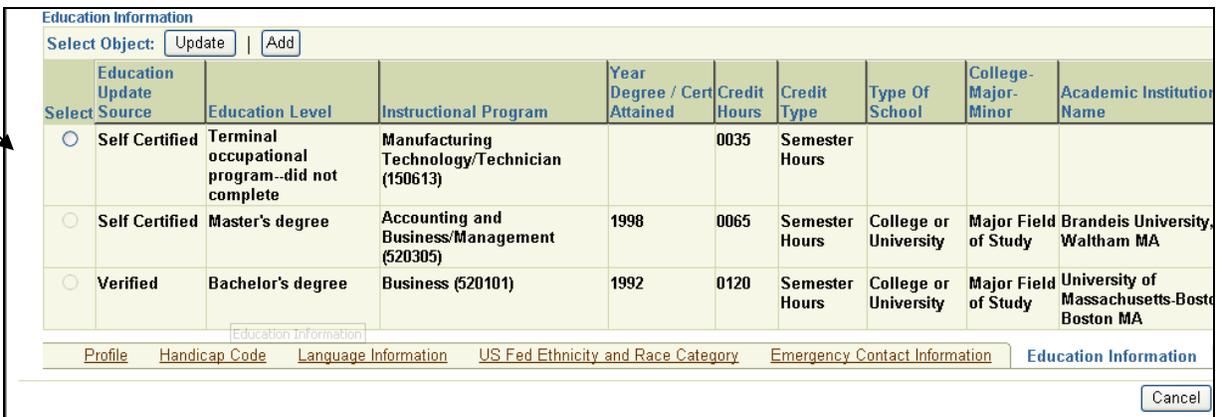
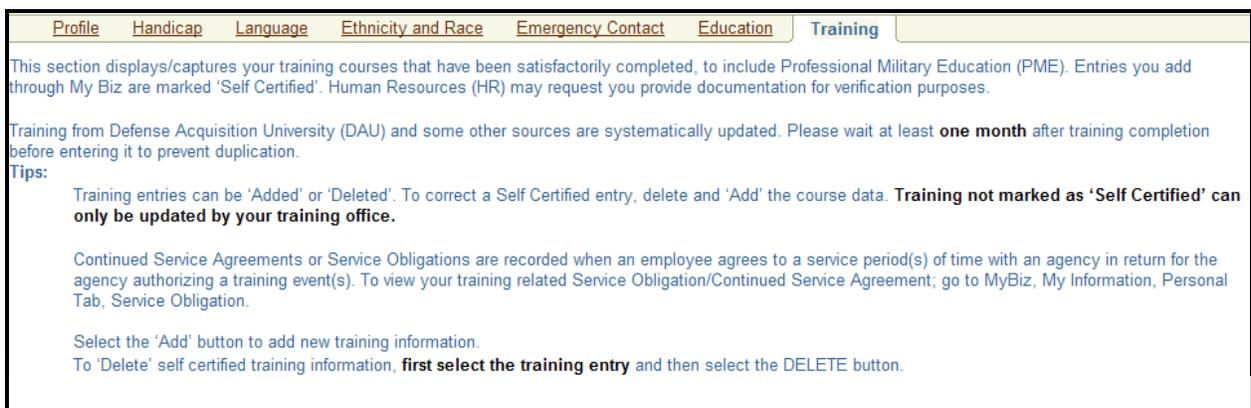


Figure 75

The **Training** tab contains employee's training information.

Select the **Training** tab to add or delete your training information. The link takes you to the Training Information page (Figure 76).



Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input checked="" type="radio"/>	Show	Self Certified	Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Verified	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

[Print Training Report](#)

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

[Cancel](#)

Figure 76

Adding Training Information. To add training information, select the [Add](#) button (**Figure 77**).

Note: The ‘Trng Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Trng Update Source’ data field column. To update training information that is ‘Self Certified’ as noted by an active radio button, you must delete the entire entry and then “Add” the course data. You cannot update training information with ‘Verified’ since this information was previously entered and verified by Human Resources. In this view, note that the ‘Verified’ training course entry is grayed out and not updatable. Additionally, ‘Verified’ training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input checked="" type="radio"/>	Show	Self Certified	Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Verified	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

[Print Training Report](#)

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

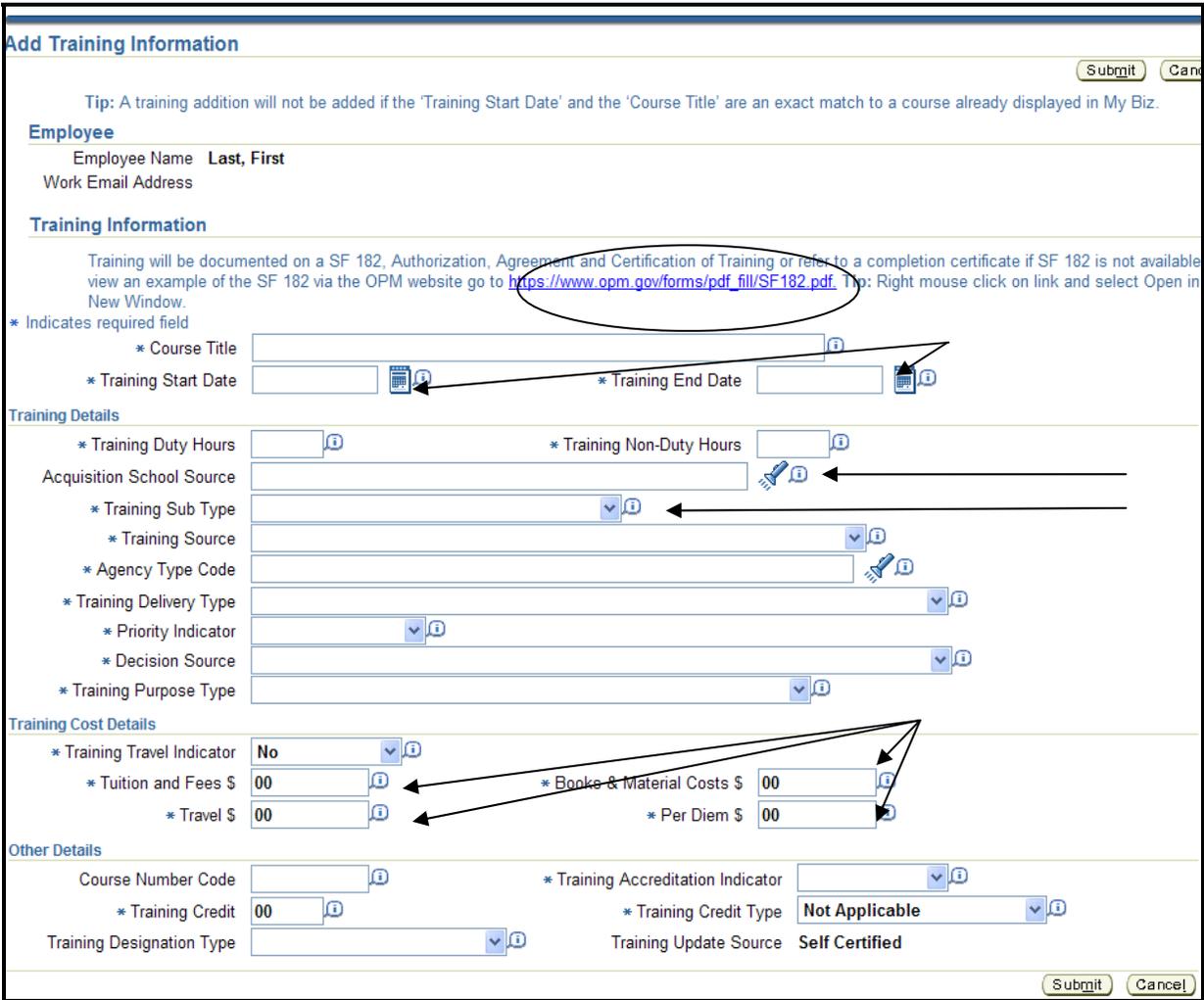
[Cancel](#)

Figure 77

The ‘Add’ page displays (**Figure 78**). Enter information for your training update below. For additional information on a specific data field, select the . In some instances the will reference the Office of Personnel Management (OPM) Standard Form (SF)-182 (Authorization, Agreement and Certification of Training), so a link has been provided to allow quick access to a blank SF-182.

Notes:

1. To search for your specific training information, select the  flashlight or  dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. In instances where the training submitted includes a day beyond the 12th of the month, the system will display a format error.
 - Entry of **future dates will result in an error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).
3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.



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 Last, First
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 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  

* Agency Type Code  

* Training Delivery Type  

* Priority Indicator  

* Decision Source  

* Training Purpose Type  

Training Cost Details

* Training Travel Indicator  

* Tuition and Fees \$ 

* Travel \$ 

* Books & Material Costs \$ 

* Per Diem \$ 

Other Details

Course Number Code 

* Training Accreditation Indicator  

* Training Credit 

* Training Credit Type  

Training Designation Type  

Training Update Source Self Certified

Submit Cancel

Figure 78

To search for information for a specific data field, using the , the following Search screen displays (**Figure 79**)

Search and Select: Agency Type Code Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By

Results

Select	Quick Select	Agency Type Code	Agency Type Code Description
	No search conducted.		

[About this Page](#)

Cancel Select

Figure 79

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link (**Figure 80**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For 'Acquisition School Source Description' you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for 'Agency Type Code' you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select 'Go' (**Figure 81**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Agency Type Code Cancel Select

Search
 To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results Previous 1-10 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		07ACQ	DLA-Acquisition
<input type="radio"/>		07AFB	DLA-Accounting, Auditing, Budget & FinMgt
<input type="radio"/>		07AVN	DLA-Aviation
<input type="radio"/>		07BSM	DLA-Business Systems Modernization
<input type="radio"/>		07BUS	DLA-General Business
<input type="radio"/>		07CIP	DLA-Corporate Intern Program
<input type="radio"/>		07CMM	DLA-Commodities
<input type="radio"/>		07COM	DLA-Communications
<input type="radio"/>		07DAU	DLA-Defense Acquisition University

Figure 80

Search
 To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description NSPS% Go

Results Previous 10 31-40 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		NSPKE	NSPS - iSuccess Web Based Training (Emp)
<input type="radio"/>		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
<input type="radio"/>		NSPPA	NSPS - Change Management (Admin)
<input type="radio"/>		NSPPC	NSPS - Change Management (Counsel)
<input checked="" type="radio"/>		NSPPE	NSPS - Change Management (Emp)
<input type="radio"/>		NSPPH	NSPS - Change Management (HR)
<input type="radio"/>		NSPPS	NSPS - Change Management (Supv)
<input type="radio"/>		NSPPT	NSPS - Change Management (TrainTheTrainer)
<input type="radio"/>		NSPPX	NSPS - Change Management (Sr Exec)
<input type="radio"/>		NSPQA	NSPS - Communication (Admin)

Previous 10 31-40 Next 10

Figure 81

The selected information auto populates into the appropriate data field (**Figure 82**).

Figure 82

Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 83**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 84**).

Figure 83

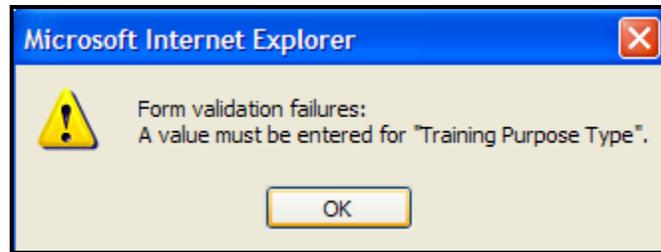


Figure 84

Before training information is updated into the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify training information, select the 'Process Transaction' button (**Figure 85**).

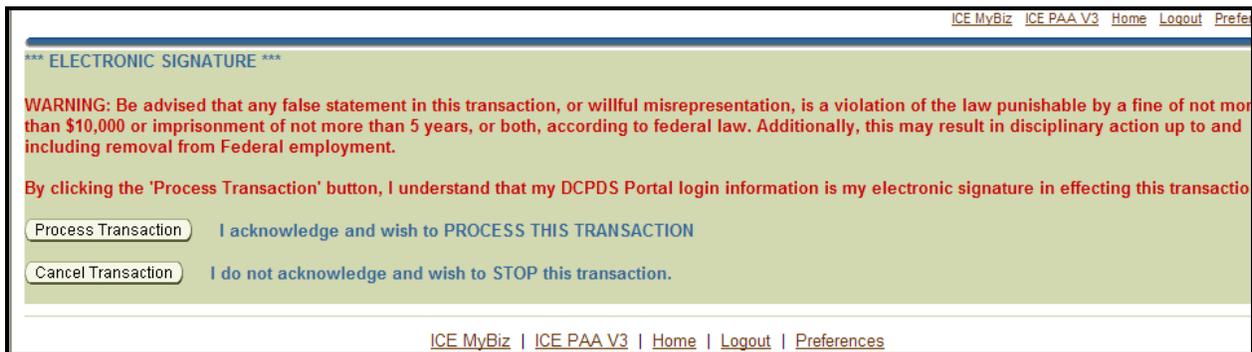


Figure 85

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 86**) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

Confirmation
 Congratulations **Last, First**, your training has been updated as of **29-Jun-2009 16:20:04 CDT**.

1. Course Title	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS
2. Training Start Date	02-Mar-2008
3. Training End Date	02-Mar-2008
4. Training Duty Hours	04
5. Training Non Duty Hours	00
6. Training Sub Type	Mandated Training
7. Training Source	Government Internal
8. Agency Type Code	NSPS - Change Management (Emp)
9. Training Delivery Type	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)
10. Acquisition School Source	
11. Priority Indicator	Critical/Mandated
11. Decision Source	Mandated NOT Organization Annual Training Plan or Individual Development Plan
12. Training Purpose Type	Future Staffing Needs
13. Training Travel Indicator	No
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	NA
20. Training Credit	
21. Training Credit Type	Not Applicable
22. Training Designation Type	

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 86

Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view (**Figure 87**), you are able to print a report and have the option of selecting the date range and sort criteria.

Training Information
 Select Object: | Previous 1-10 Next 10

Select	Details	Trng Update	Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified		Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Self Certified		NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	02-Mar-2008	02-Mar-2008
<input type="radio"/>	Show	Verified		SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005
<input type="radio"/>	Show	Verified		WRITING PURPOSES AND	01-Mar-2005	18-Mar-2005
<input type="radio"/>	Show	Verified		CIV SUPV CRS	05-Apr-2001	05-Apr-2001
<input type="radio"/>	Show	Verified		USAF CIV SUPV CRS	09-Mar-2001	09-Mar-2001
<input type="radio"/>	Show	Verified		EOT 2000	17-Sep-1997	17-Sep-1997
<input type="radio"/>	Show	Verified		RESUMIX TNG	23-Apr-1997	23-Apr-1997
<input type="radio"/>	Show	Verified		WATERMARK ENTERPRISE	29-Mar-1996	29-Mar-1996
<input type="radio"/>	Show	Verified		PC DOCS SYS ADMIN	28-Mar-1996	28-Mar-1996

Select Object: | Previous 1-10 Next 10

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

Figure 87

If you choose to select a date range/sort, you are prompted to provide necessary selections (**Figure 88**). Please refer to Note 2 on pg 31.

TIP To Print a Training Brief, select the button below
 Select Date Range and Sort Criteria

From Date (example: 13-Jun-2009)
 To Date (example: 13-Jun-2009)

Sort Item **Training Start Date**
 Sort Order **Descending**

Print Training Report

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

Figure 88

Once selections are made, or you choose to print all, select ‘Print Training Report’ (**Figures 87 and 88**).

You will receive a File Download prompt (Figure 88) with the options of opening and printing the file, or saving to your personal computer.

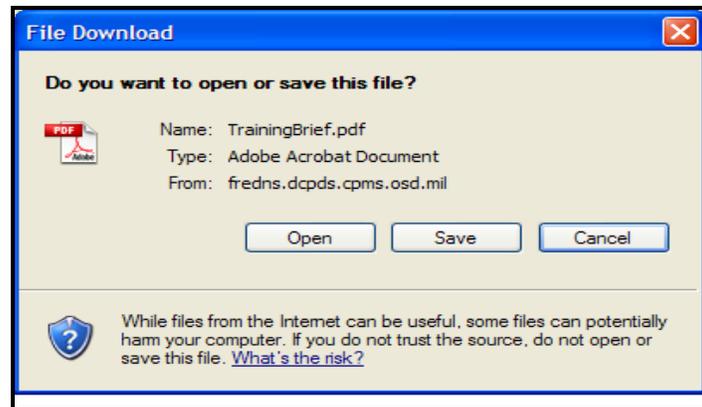


Figure 89

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 90**). Please note in the sample report that the first screen is only page one of three, so you will need to select the down arrow to obtain the succeeding pages.

The screenshot shows the Adobe Reader interface with a PDF document titled 'TrainingBrief[1].pdf'. The page navigation bar indicates '1 / 3' pages and a zoom level of '59.7%'. The main content is a table titled 'Completed Training History for Last, First' dated '29-JUN-2009'. The table has 10 columns: TRNG START DATE, TRNG END DATE, COURSE TITLE, HOURS, TRNG DELIVERY, COURSE NUMBER, TRNG CREDIT, TRNG CREDIT TYPE, TRNG DESIGNATION, and TRNG UPDATE SOURCE. The table contains 8 rows of training records.

TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
01-MAY-2009	05-MAY-2009	Windows Server 2003	80	On the Job (Detail assignments/programs)		00	Not Applicable		Self Certified
02-MAR-2008	02-MAR-2008	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	4	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)		00	Not Applicable		Self Certified
16-JUN-2005	16-JUN-2005	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	2	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
01-MAR-2005	18-MAR-2005	WRITING PURPOSES AND	45	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
05-APR-2001	05-APR-2001	CIV SUPV CRS	16	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
09-MAR-2001	09-MAR-2001	USAF CIV SUPV CRS	16	Blended (Test or Equivalency)		00	Not Applicable		Verified
17-SEP-1997	17-SEP-1997	EOT 2000	4	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
23-APR-1997	23-APR-1997	RESUMIX TNG	16	Traditional Classroom (no technology, classroom on-site)		00	Not Applicable		Verified

Figure 90

Should you choose the save option in **Figure 89**, you will be prompted to select the location for the file (**Figure 91**).

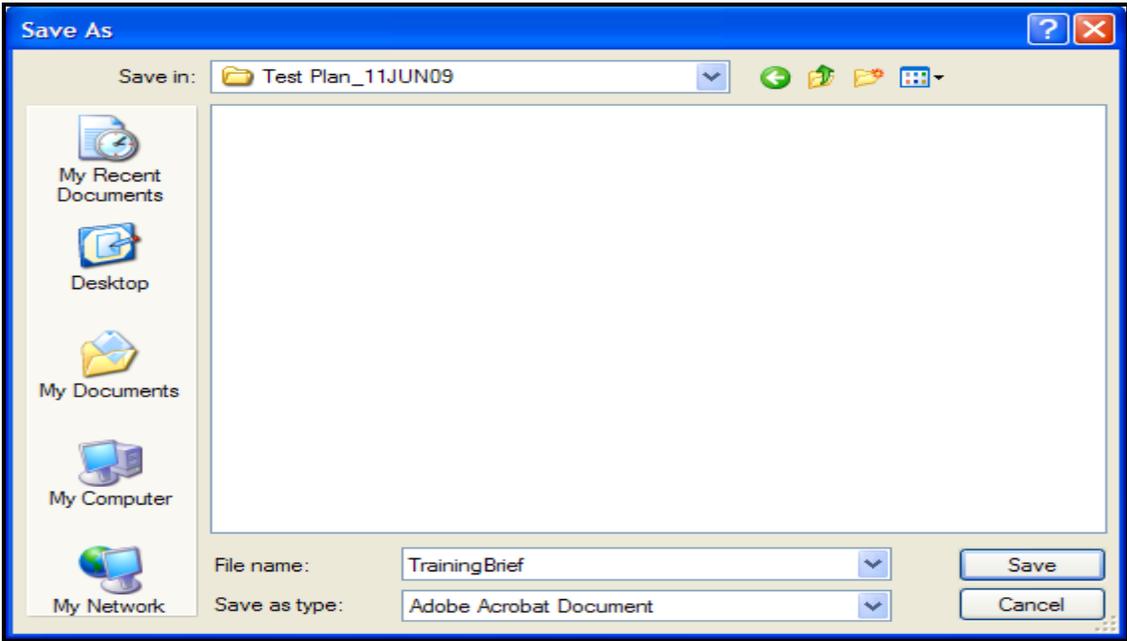
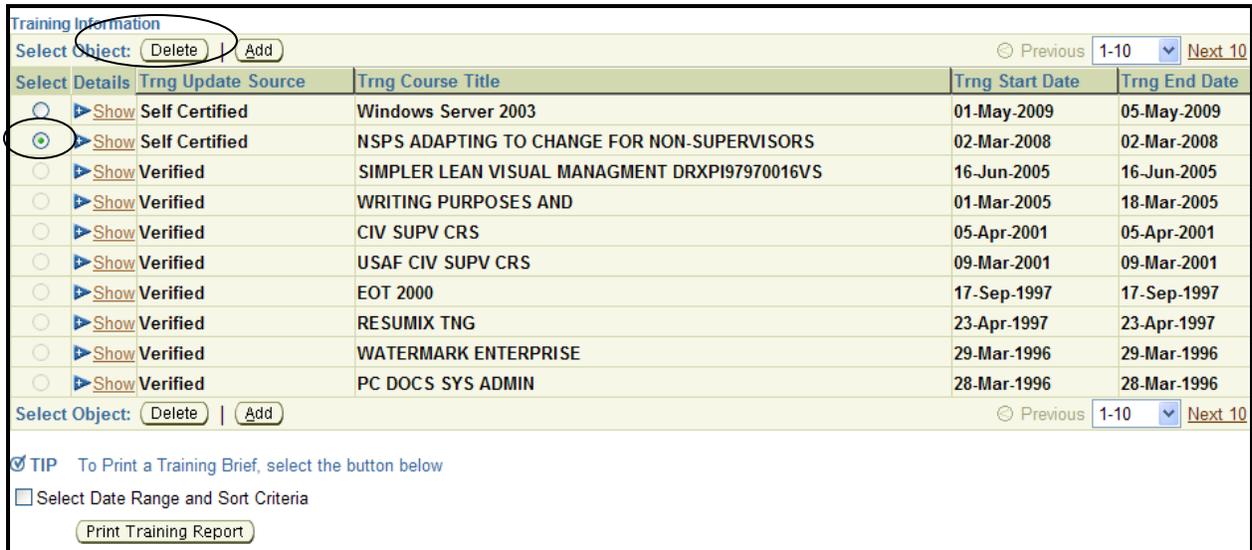


Figure 91

Deleting Training Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the  button (**Figure 92**).

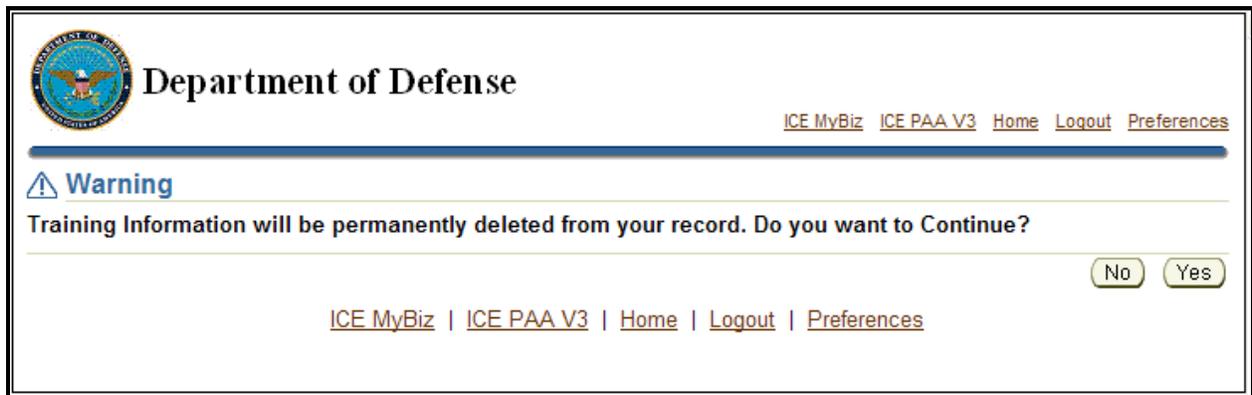


The screenshot shows a web interface titled "Training Information". At the top, there is a "Select Object:" section with "Delete" and "Add" buttons. Below this is a table with columns: "Select", "Details", "Trng Update", "Source", "Trng Course Title", "Trng Start Date", and "Trng End Date". The table contains several rows of training records. The second row, for "NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS", has its radio button selected. At the bottom of the table, there is another "Select Object:" section with "Delete" and "Add" buttons, and a "Previous" button with a dropdown menu set to "1-10" and a "Next 10" button. Below the table, there is a "TIP" section with a checked checkbox and the text "To Print a Training Brief, select the button below". There is also an unchecked checkbox for "Select Date Range and Sort Criteria" and a "Print Training Report" button.

Select	Details	Trng Update	Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified		Windows Server 2003	01-May-2009	05-May-2009
<input checked="" type="radio"/>	Show	Self Certified		NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	02-Mar-2008	02-Mar-2008
<input type="radio"/>	Show	Verified		SIMPLER LEAN VISUAL MANAGMENT DRXP197970016VS	16-Jun-2005	16-Jun-2005
<input type="radio"/>	Show	Verified		WRITING PURPOSES AND	01-Mar-2005	18-Mar-2005
<input type="radio"/>	Show	Verified		CIV SUPV CRS	05-Apr-2001	05-Apr-2001
<input type="radio"/>	Show	Verified		USAF CIV SUPV CRS	09-Mar-2001	09-Mar-2001
<input type="radio"/>	Show	Verified		EOT 2000	17-Sep-1997	17-Sep-1997
<input type="radio"/>	Show	Verified		RESUMIX TNG	23-Apr-1997	23-Apr-1997
<input type="radio"/>	Show	Verified		WATERMARK ENTERPRISE	29-Mar-1996	29-Mar-1996
<input type="radio"/>	Show	Verified		PC DOCS SYS ADMIN	28-Mar-1996	28-Mar-1996

Figure 92

You will receive a warning prompting another decision (**Figure 93**).



The screenshot shows a web page header for the "Department of Defense" with navigation links for "ICE MyBiz", "ICE PAA V3", "Home", "Logout", and "Preferences". Below the header is a warning message: "Warning Training Information will be permanently deleted from your record. Do you want to Continue?". At the bottom of the warning, there are "No" and "Yes" buttons. Below the buttons, there are navigation links for "ICE MyBiz", "ICE PAA V3", "Home", "Logout", and "Preferences".

Figure 93

If you select 'No', you will be returned to the Training Information view (**Figure 92**). If you select 'Yes', you will receive a notice confirming the deletion (**Figure 94**).

Confirmation

Congratulations , your training has been deleted as of **29-Jun-2009 16:39:20 CDT**.

<ol style="list-style-type: none"> 1. Course Title 2. Training Start Date 3. Training End Date 4. Training Duty Hours 5. Training Non Duty Hours 6. Training Sub Type 7. Training Source 8. Agency Type Code 9. Training Delivery Type 10. Acquisition School Source 11. Priority Indicator 11. Decision Source 12. Training Purpose Type 13. Training Travel Indicator 14. Tuition and Fees 15. Books & Material Costs 16. Travel 17. Per Diem 18. Course Number Code 19. Training Accreditation Indicator 20. Training Credit 21. Training Credit Type 22. Training Designation Type 	<p>NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS</p> <p>02-Mar-2008</p> <p>02-Mar-2008</p> <p>04</p> <p>00</p> <p>Mandated Training Government Internal NSPS - Change Management (Emp) Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)</p> <p>Critical/Mandated Mandated NOT Organization Annual Training Plan or Individual Development Plan Future Staffing Needs</p> <p>No</p> <p>Not Applicable</p> <p>Not Applicable</p>
---	---

To print this page for your records, click on the print button below:

[Print Confirmation](#)

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Figure 94