

Self Service ‘MyBiz (LN)’ Module III, Chapter 1 Before You Begin

Introduction

The Self Service Employee ‘MyBiz (LN)’ module provides Local National employees the ability to access their Defense Civilian Personnel Data System (DCPDS) employment-related information. The following pages provide a brief overview of ‘MyBiz (LN).’

Contents

Topic	Page
Accessing ‘MyBiz (LN)’	2
Navigating in ‘MyBiz (LN)’	3
Accessing and Creating Favorites in ‘MyBiz (LN)’	4
Other Features	6

Accessing ‘MyBiz (LN)’

To access ‘MyBiz (LN)’ you must log into the DCPDS Portal. For specific DCPDS Portal information, contact your Human Resources Office (HRO).

Figure 1

After successfully accessing your region via the DCPDS Portal, the ‘MyBiz (LN)’ home page displays. Selecting the ‘MyBiz (LN)’ link will open the ‘Functions’ menu of available tasks.

Figure 2

Note: When navigating within ‘MyBiz (LN),’ you must utilize appropriate icons, buttons and links to navigate through the screens. The ‘Back’ button **must not be used** while navigating within ‘MyBiz (LN).’

Navigating in 'MyBiz (LN)'

Let's take a look at the features of this page. The page displays with three columns; Responsibilities, Functions, and Favorites.

The left column displays your 'Responsibility';



Figure 3

The column in the middle displays the available 'Functions';

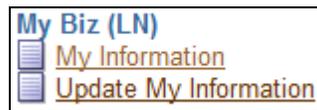


Figure 4

My Information – provides view of employment related information.

Update My Information – allow you to update specific personnel information.

The column on the right displays 'Favorite' websites.

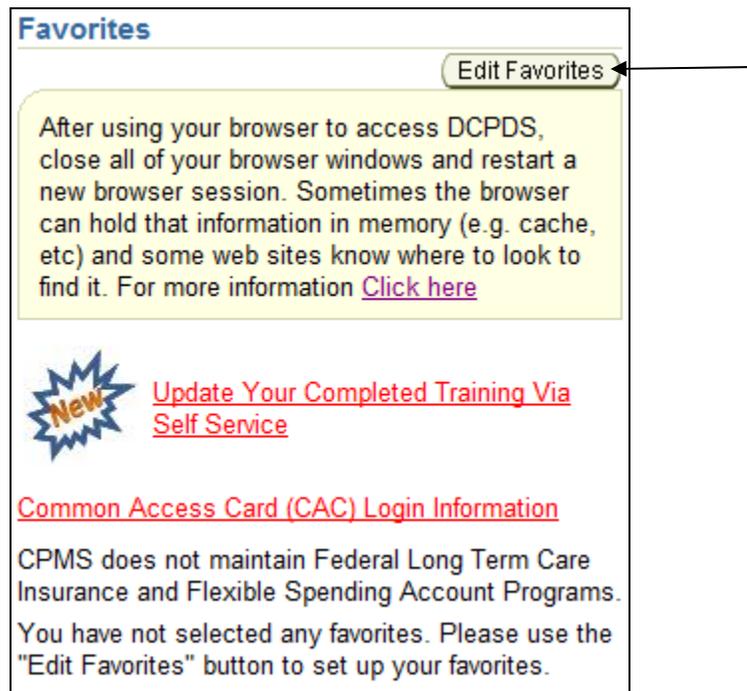


Figure 5

Accessing and Creating Favorites in ‘MyBiz (LN)’

‘Favorites’ allows you quick access to commonly used websites.

To add a ‘favorite’ website, select the **Add URL** button.



Figure 6

Type the name of the web site you want displayed on your homepage; then type the URL information and select the **Apply** button. In this example, ‘Air Force Services’ website was added to the favorites list.

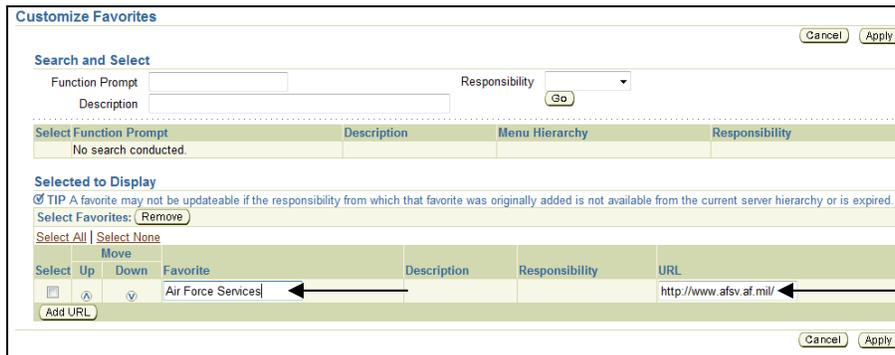


Figure 7

After applying the changes, the homepage displays with the new link under the 'Favorites' column. In this case, 'Air Force Services' website has been added to the favorites list.



Figure 8

Note: To remove a 'favorite' from your list, select the web site by selecting the check box under the 'Select' column, clicking the 'Remove' button and clicking 'Apply'.

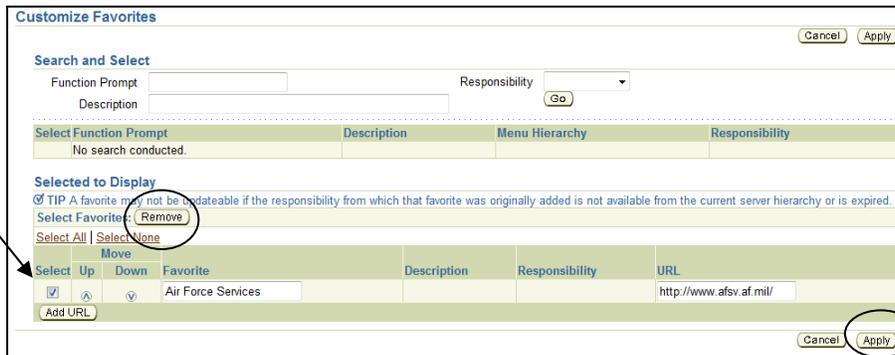


Figure 9

To access a favorite web site, right click on the link and select 'Open in New Window'.



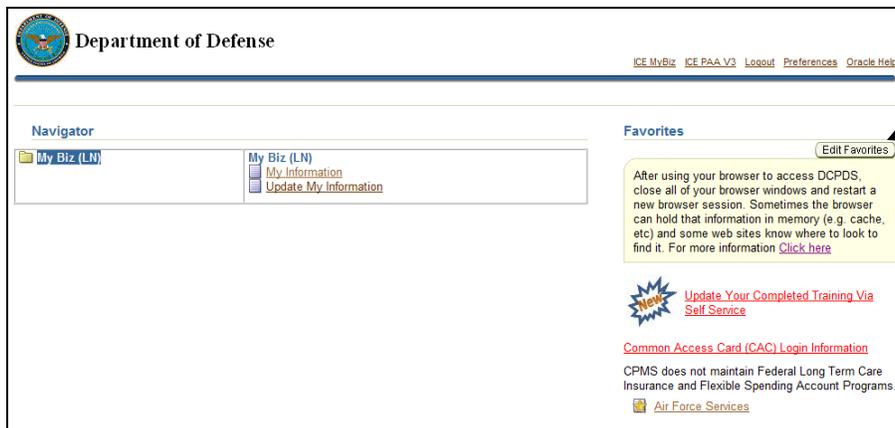
Figure 10

To return to the application, select the red 'X' to close the window.



Figure 11

Select the **Edit Favorites** button to make changes to your 'Favorites'



Other Features

Home

To return to the homepage, from anywhere within the 'MyBiz (LN)', select **Home** link.



Figure 12

After selecting the ‘Home’ link, the ‘MyBiz (LN)’ homepage displays.



Figure 13

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) [ICE PAA V3](#) links allow users to electronically survey CPMS’s services/products.



Figure 14

Logging Out of ‘MyBiz (LN)’

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.



Figure 15