

Defense Civilian Personnel Data System (DCPDS)

Customer Support Unit (CSU) Reduced Sign-on (RSO) Log-in



Lockheed Martin (LM)
1777 N.E. Loop 410
San Antonio, Texas 78217

CSU RSO Log-in

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CSU RSO Log-in

Introduction

Customer Support Unit (CSU) Reduced Sign-on (RSO) Log-in is designed to allow Human Resources (HR)/My Biz/My Workplace users easier access to their CSU application through the Defense Civilian Personnel Data System (DCPDS) Portal Page.

In order to complete the CSU registration process, RSO users must have completed the first-time DCPDS Portal RSO registration process and accessed their region. Please reference existing RSO User Guide documentation to complete first-time RSO HR user registration if necessary.

This guide will assist HR/My Biz/My Workplace users who have already registered to the DCPDS Portal in establishing RSO log-in to the CSU application.

If you cannot access the application due to errors and/or if HR registration is required, and you cannot complete, contact your Help Desk for assistance by following the instructions listed on the *DCPDS Portal* screen, under *Reporting Problems, Contact List*.

CSU Reduced Sign-on Log-in

This guide explains how the log-in process works using Reduced Sign-on (RSO) to access the Defense Civilian Personnel Data System (DCPDS) Customer Support Unit (CSU) application as a registered Human Resources (HR) user.

If first-time RSO HR user registration is necessary, please reference existing RSO User Guide documentation and follow steps as defined for that process.

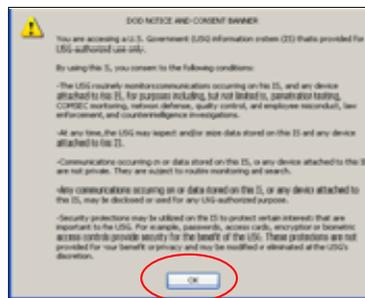
If you cannot access the application due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Log in to your DCPDS Portal account at <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

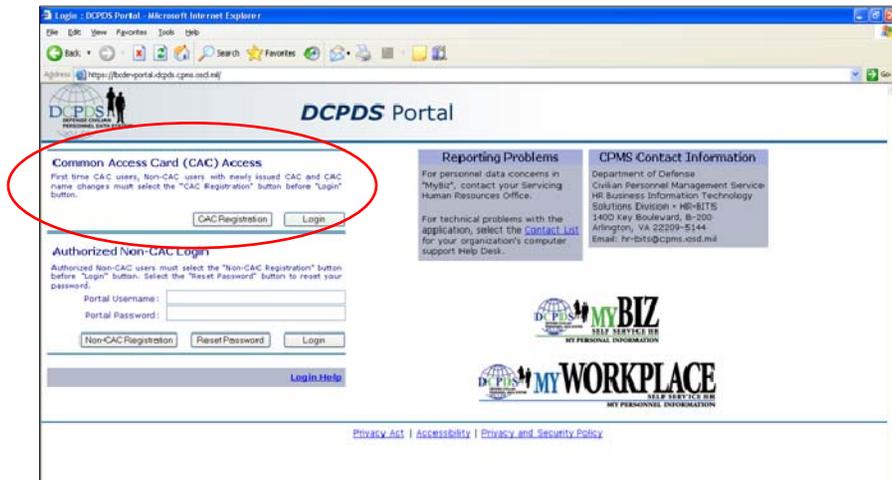
2. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



Screen 1: DoD Notice and Consent Banner

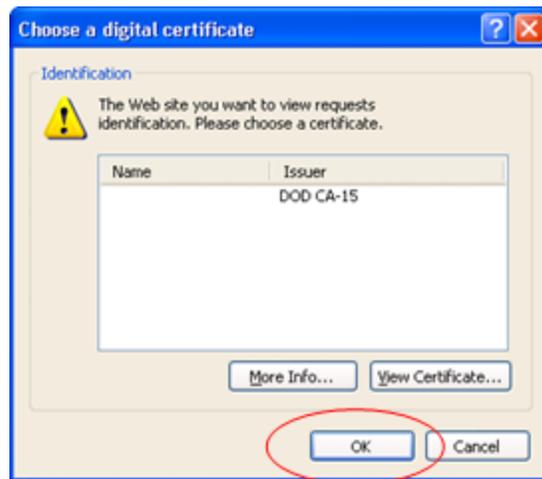
Note: After selecting OK button, the *DCPDS Portal* page displays.

3. Select the **Login** button in the Common Access Card (CAC) Access region of the *DCPDS Portal* screen.



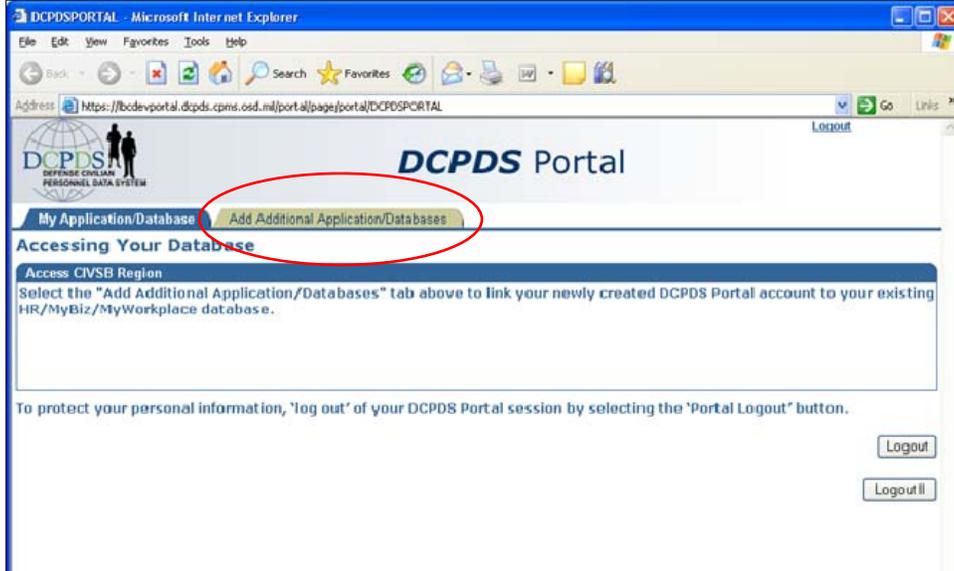
Screen 2: DCPDS Portal Page Screen

4. Choose your non-email certificate at the *Choose a Digital Certificate* screen and select the OK button. **Note:** Always select the non-email certificate.



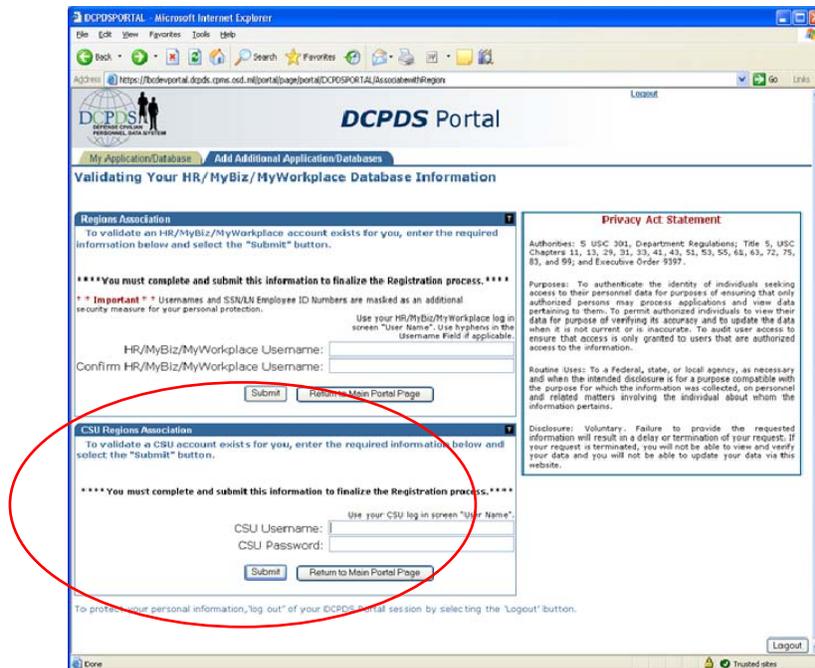
Screen 3: Choose a Digital Certificate Screen

5. Select **Add Additional Application/Databases** on the *Accessing Your Database* screen.



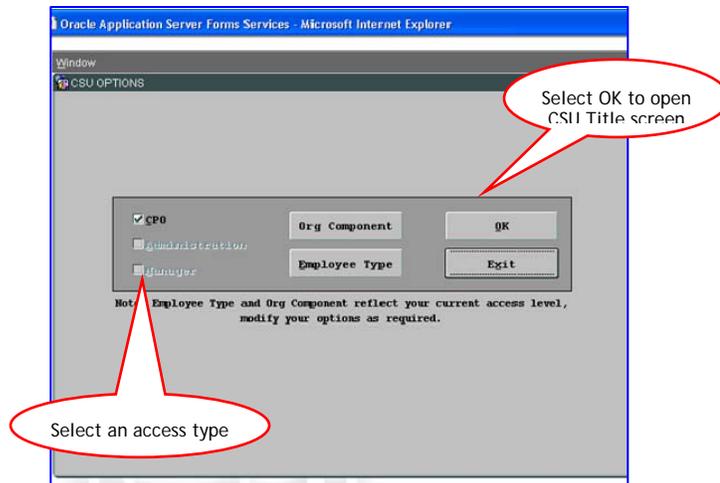
Screen 4: Accessing Your Database Screen

6. Enter your CSU Username & Password in the *CSU Regions Association* section of the *Validating* screen and select **Submit** to validate your CSU account.



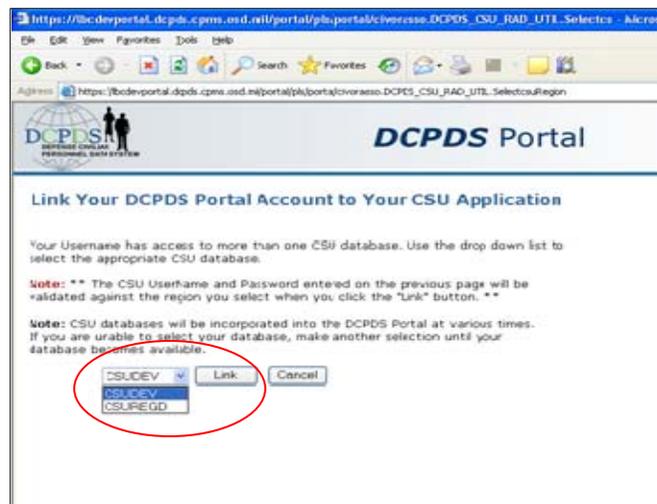
Screen 5: Validating Your HR/MyBiz/MyWorkplace Database Information Screen

Note: If the CSU user has an account in only one region, the account validation is performed against the default region. If no errors are encountered, the CSU user is directed to the first screen of the CSU application, the *CSU Options* screen.



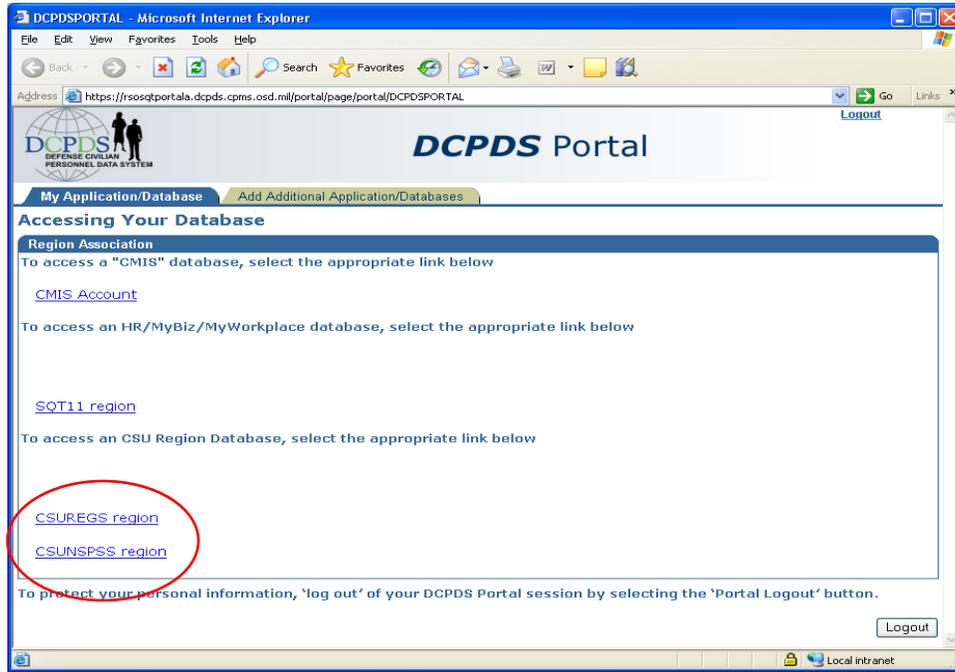
Screen 6: CSU Options Screen

7. Select a CSU database from the drop-down menu if CSU user account exists in **multiple regions** on the *Link Your DCPDS Portal Account to Your CSU Application* screen and select the **Link** button to access this region's *CSU Options* screen (Screen 6 above).



Screen 7: Link Your DCPDS Portal Account to Your CSU Application Screen

Note: At next log-in, users will be able to access their CSU accounts by simply selecting the CSU Region link from the *Accessing Your Database* screen (“linked” databases shown in Screen 8). This screen shows in the background simultaneously along with the *CSU Options* screen.



Screen 8: Accessing Your Database Screen