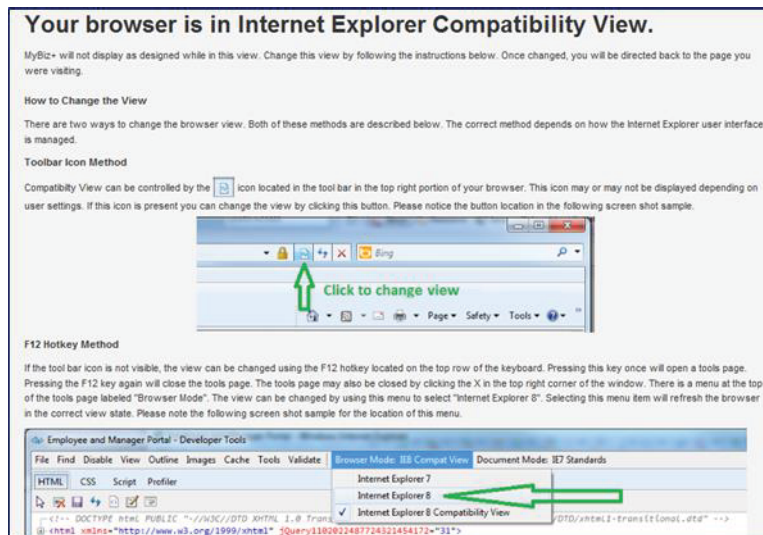


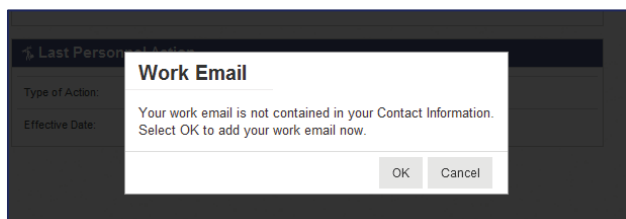
Internet Explorer Compatibility Mode

If your browser is in Internet Explorer Compatibility mode, a notification will pop up. Follow the instructions in the notice. Changing the compatibility mode will refresh the browser to the correct viewing state.



Update Work Email Address Pop-up

Upon accessing MyBiz+, a work email pop up will display for employees whose DCPDS records do not contain a work email address. Select OK to immediately update the Work Email address, or cancel to update at a later time.



- The Other Responsibilities/Applications View is applicable to employees who have additional accesses or responsibilities within DCPDS. This View offers quick access links to these workspaces.
- The Other Responsibilities/Applications View defaults on the MyBiz+ homepage only if it is applicable to the employee.

■ Key Services	■ Other Responsibilities/Applications
My Biz	Applications: DCPAS Data Dictionary
Request Employment Verification	Responsibilities: CIVDOD SYSADMIN REGION GUI
Civilian Career Report	CIVDOD Self Service Hierarchy Manager
Update Contact Information	
Update Professional Development	
Retrieve SF50	

Key Services Links

- My Biz or My Workplace - a link to the legacy application that allows employees, managers and supervisors (includes NAF and Local National) to view employee information and applications (such as the PAA) that has not yet transitioned into MyBiz+. Once all information is transitioned, this link will be eliminated.
- [Request Employment Verification](#) – the link to submit a request for employment verification
- [Civilian Career Report](#) – the direct link to the new, interactive and customizable report which pulls together employee career information into one easy-to-read report
- [Update Contact Information](#) – Add or make changes to Work Email and Address, Phone, and Emergency Contacts
- [Update Professional Development](#) – quick access to update Education, Training and Certifications/Licenses
- [Retrieve SF50](#) – a quick access link to the SF50 section in both the Personal and Position Detail Pages. Retrieve SF50 is a two step process.