

Defense Civilian Personnel Data System (DCPDS)

Army Only DCPDS Portal User Guide



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DCPDS Portal User Guide

Introduction

Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace users easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the *DCPDS Portal* as:

- Common Access Card (CAC) user or
- Non-CAC user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

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

1. Begin at the CPOL Portal page: <http://cpol.army.mil>.

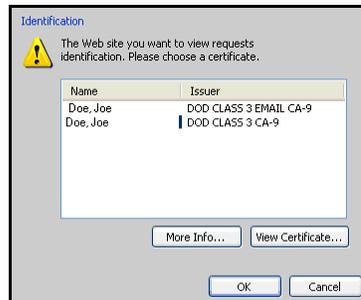
Note: Ensure that your Common Access Card (CAC) is inserted in your CAC reader.

2. Click the CAC Employee login.



Screen A1: CPOL Portal Page

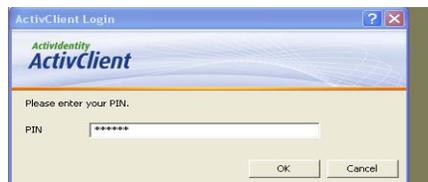
3. Click the OK button.



Screen A2: Choose a Digital Certificate

Note: Always select the non-email certificate.

4. Enter your PIN and click the OK button.



Screen A3: PIN

5. Click the Yes button.



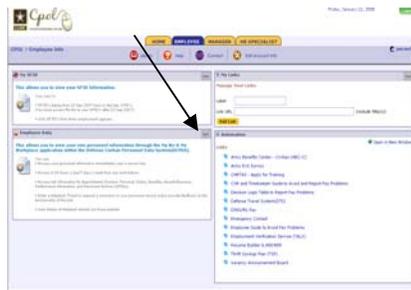
Screen A4: Security Warning

6. Click the Employee tab.



Screen A5: Home Page

7. Click the GO! button at the Employee Data portlet.



Screen A6: Employee Page

8. Select My Biz or My Workplace.



Screen A7: MyBiz/My Workplace

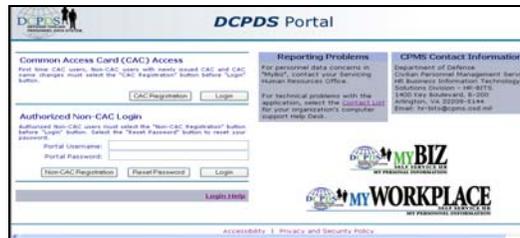
- Review Department of Defense (DoD) Notice and Consent Banner and click the OK button to continue.



Screen 1: DoD Notice and Consent Banner

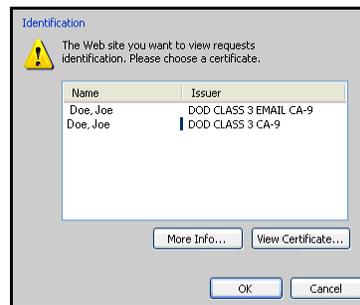
Note: After clicking OK, the *DCPDS Portal* page displays.

- Click the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

- Select your non-email certificate at the *Choose a Digital Certificate* screen.
- Click the OK button.



Screen 3: Choose a Digital Certificate

Note: Always select the non-email certificate.

13. Enter your PIN and click the OK button.

Screen 4: PIN

14. The DCPDS *CAC Registration* screen displays with your CAC Username. Enter the following into the CAC Registration region of the screen:
 - a. Enter your Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable.)
 - b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable.)

Screen 5: DCPDS CAC Registration

15. Click the Register button. After selecting the Register button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

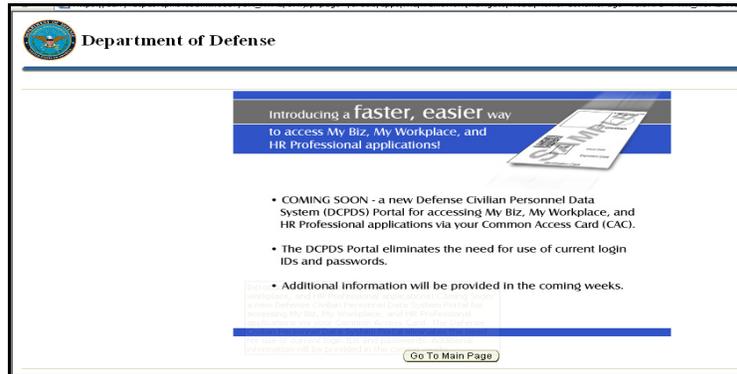
16. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username.
 - b. Confirm your HR/My Biz/My Workplace Username.

Screen 6: DCPDS Regions Association

Note: For HR users, your username will be your USERID. (Include dashes and special characters as they appear in your username).

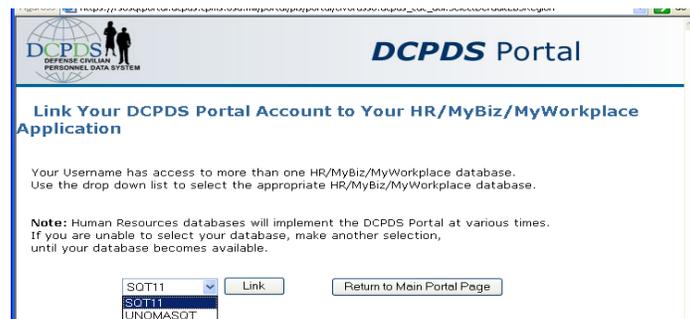
17. Click the Submit button.

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Click **Go To Main Page** button to continue.



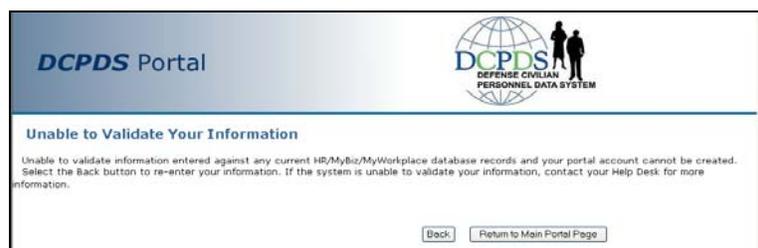
Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Select a database using the drop-down list.
 - b. Click the Link button to automatically access the HR/My Biz/My Workplace application.



Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your *username* is not found on a database, an error message displays. Click the **Back** button and re-enter your information.

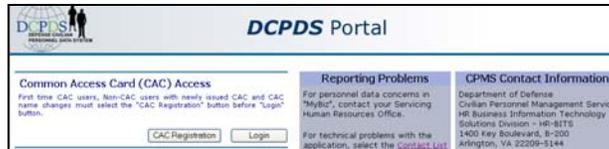


Screen 9: Unable to Validate Your Information

Accessing Your Database(s)

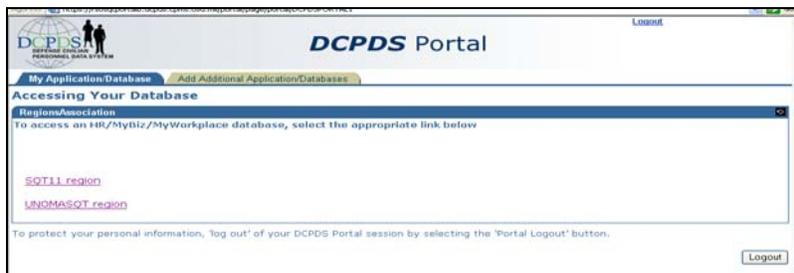
The DCPDS Portal allows users with valid Human Resources (HR)/My Biz/My Workplace accounts in multiple databases to access their database without logging in and out of each database.

1. Log into the CPOL Portal at <http://cpol.army.mil>
2. Follow steps 2-8 for the CAC Registration.



Screen 10: DCPDS Portal Page

3. Select the link to the appropriate HR/My Biz/My Workplace database from the *Accessing Your Database* screen.



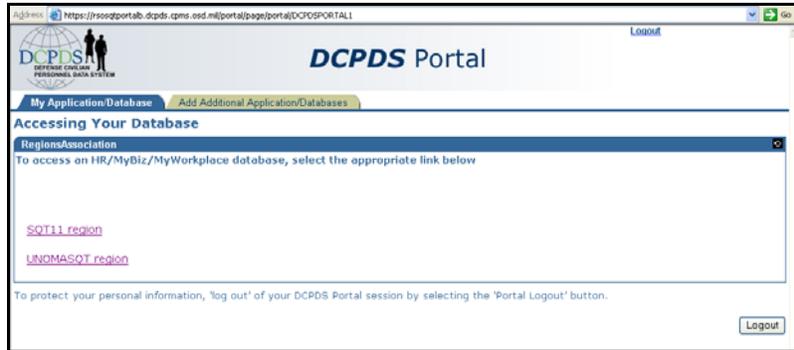
Screen 11: Accessing Your Database

4. Click the **Logout** link at the top right of the *HR/My Biz/My Workplace Application* screen when you are finished and wish to proceed to another database.



Screen 12: HR/My Biz/My Workplace Application

5. After clicking the Logout link, the *Accessing Your Database* screen displays. Select another database link to change databases.



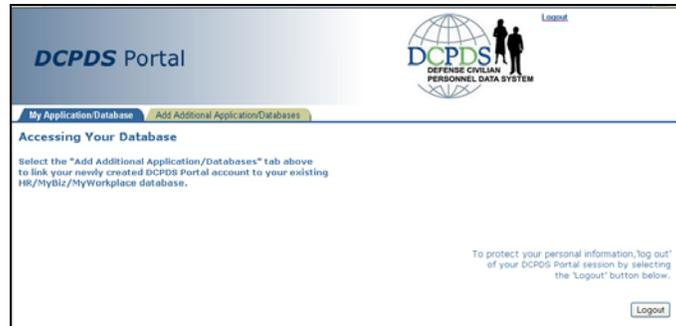
Screen 13: Accessing Your Database

6. Ensure all active screens are closed by clicking the Logout button or the Logout link (for security reasons).

Adding Additional Databases

The DCPDS Portal allows you to add multiple Human Resources (HR)/My Biz/My Workplace databases to DCPDS Portal Account for which you are an authorized user.

1. Log into the CPOL Portal at <http://cpol.army.mil>.
2. Follow steps 2-8 for the CAC Registration.
3. Click the **Add Additional Application/Databases** tab at the *Accessing Your Database* screen.

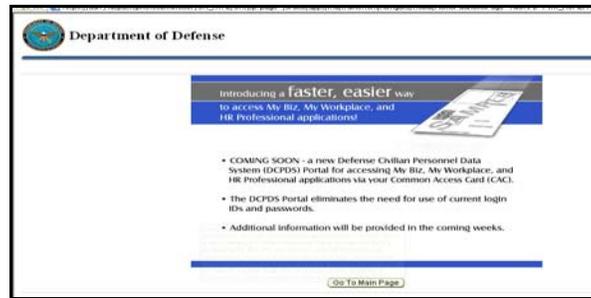


Screen 14: Accessing Your Database

4. Enter the following information at the *Validating Your HR/My Biz/My Workplace Database Information* screen:
 - a. HR/My Biz/My Workplace username.
 - b. HR/My Biz/My Workplace username again to confirm.
5. Click the **Submit** button.

Screen 15: Validating Your HR/My Biz/My Workplace Database Information

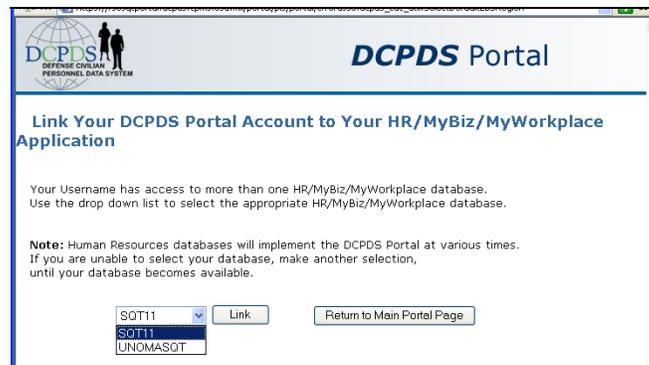
- If your username is validated on one other database, you will automatically access the HR/My Biz/My Workplace application.



Screen 16: HR/My Biz/My Workplace Application

Note: Only components who have implemented the DCPDS Portal will be available for you to access.

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Select a database using the drop-down list.
 - b. Click the **Link** button to automatically access the HR/My Biz/My Workplace application.



Screen 17: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your username is not found on a database, an error message displays. Click the **Back** button, and re-enter your information. (See Steps 3a and b above.)

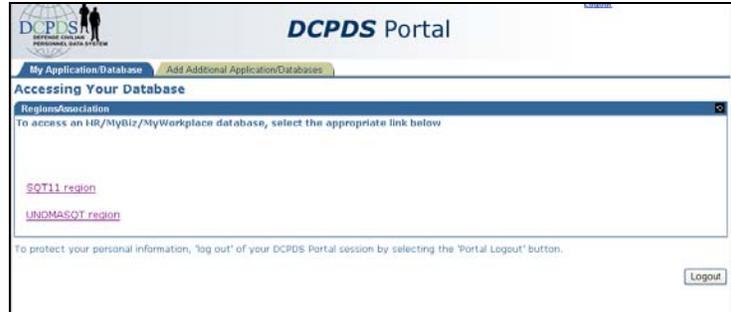


Screen 18: Unable to Validate Your Information

Adding Multiple Accounts to a Database

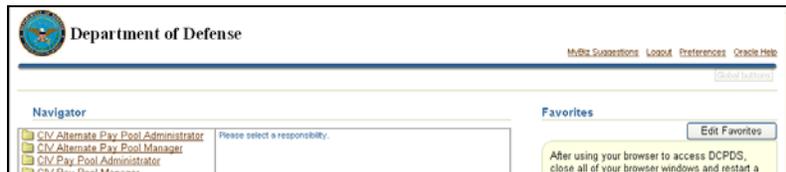
The DCPDS Portal allows you to add multiple HR/My Biz/My Workplace user accounts within a single database. A valid HR/My Biz/My Workplace username is required and must match your first and last name in your Human Resources database.

1. Log into the CPOL Portal at <http://cpol.army.mil>
2. Follow steps 2-8 for the CAC Registration.
3. Select an existing database link from the *Accessing Your Database* screen.



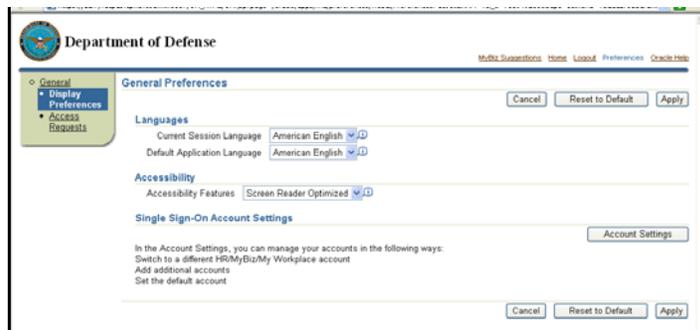
Screen 19: Accessing Your Database

4. Click the Preferences link from the upper right hand corner of the *HR/My Biz/My Workplace Application* screen.



Screen 20: HR/My Biz/My Workplace Application

- Click the Account Settings button from the *General Preferences* screen.



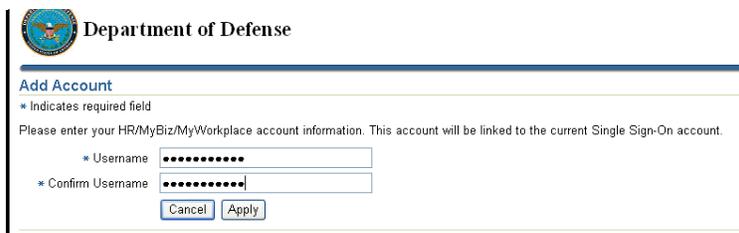
Screen 21: General Preferences

- The *Single Sign-On (CAC/Non-CAC) Account Settings* screen allows you to Add an Account, Set an Account as Default, and Set an Account as Current.



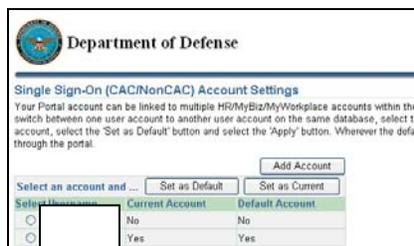
Screen 22: Single Sign-On Account Settings

- If you need to add a new HR/My Biz/My Workplace user account, click the **Add Account** button from the *Single Sign-On (CAC/Non-CAC) Account Settings* screen, then:



Screen 23: Add Account

- Enter your account Username.
- Confirm your account Username.
- Click the **Apply** button.
- After clicking the **Apply** button, the Username is displayed for your use.



Screen 24: Single Sign-On Account Settings

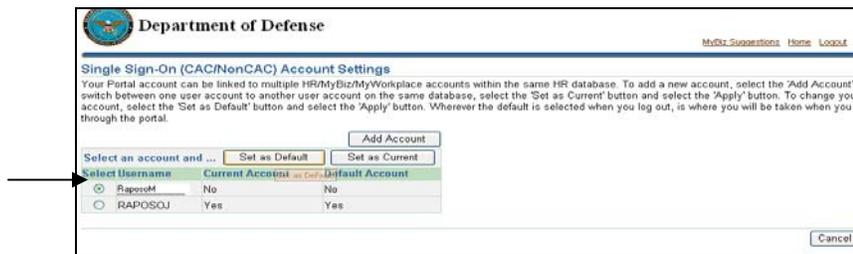
Note: An error may display since only Components who have implemented the DCPDS Portal will be available for access. (Follow the stated instructions.)

- e. Click the **Set as Default** from the *Single Sign-On (CAC/Non-CAC) Account Settings* screen to choose a user account as your default.



Screen 25: Single Sign-On Account Settings

- (1.) Click the **radio button** next to the username of the account you want to set as the default account.
 - (2.) Click the **Set as Default** button.
 - (3.) Click the **Apply** button. By selecting the apply button, you will automatically log in as this user at your next login.
- f. Click the **Set as Current** button from the *Single Sign-On Account Settings* screen to select an account other than the current one.



Screen 26: Single Sign-On Account Settings

- (1.) Select the **radio button** next to the username of the account you want to immediately access.
- (2.) Click the **Set as Current** button. By selecting the **Set as Current** button, you will automatically be changed to this user.

Note: The selection of **Set as Current** is a temporary change of accounts. The next time you log in, your account will open to your Current Account = Yes (default). At next log in, your default user will still apply.

CAC User Name Change Process

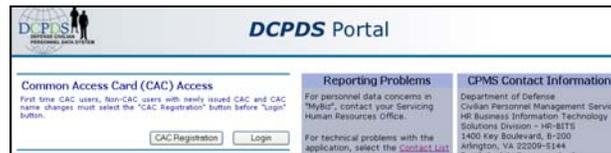
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Log into the CPOL Portal at <http://cpol.army.mil>.
2. Follow steps 2-8 for the CAC Registration.
3. Review the Department of Defense (DoD) Notice and Consent Banner and click the OK button to continue.



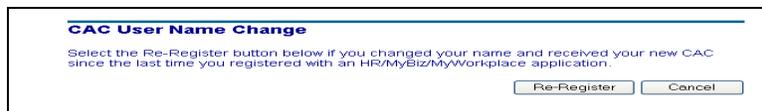
Screen 27: DoD Notice and Consent Banner

4. Click the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 28: DCPDS Portal Page

5. Click the Re-Register button in the *CAC Username Change* region.



Screen 29: CAC Registration

6. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

7. Click the Submit button.



Screen 30: CAC Username Change

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page*, *CAC Access Region* and select **Login**.

Authorized Non-CAC User Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Non-Common Access Card (CAC) user. If you are registering as a Non-CAC user, you must be Non-CAC authorized by your Component to access HR/My Biz/My Workplace applications.

Once the registration process is complete, you will access your HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete this process due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

Notes:

- Users with access to multiple databases will be able to link to those databases during the registration process.
- If the *Choose a Digital Certificate* screen displays, select the **Cancel** button since you are an authorized Non-CAC user.

1. Log into the CPOL Portal at <http://cpol/army/mil/>
2. Click the **Employee Login** link.



Screen A8: CPOL Portal Page

3. Click the **Yes** button.



Screen A9: Security Warning

4. Enter your Login and Password and click the Ok button.



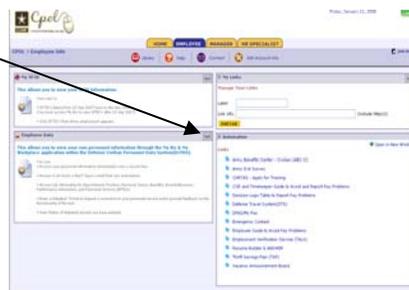
Screen A10: Login to CPOL

5. Click the Employee tab.



Screen A11: CPOL Home

6. Click the GO! button at the Employee Data portlet.



Screen A12: Employee Data

7. Select My Biz or My Workplace.



Screen A13: My Biz and My Workplace

8. Review the *Department of Defense (DoD) Notice and Consent Banner* and click the OK button to continue.



Screen 31: DoD Notice and Consent Banner

9. Click the **Non-CAC Registration** button under the *Authorized Non-CAC Login* region of the DCPDS Portal Page.



Screen 32: DCPDS Portal Page

Note: The Portal Username and Portal Password data fields are for those users who have already registered as an authorized Non-CAC user.

10. Enter the following data at the *Creating a DCPDS Portal Account for Agency Approved Non-CAC Users* screen.
 - a. Enter your First and Last Name exactly as they appear in your HR database.
 - b. Enter your Social Security Account Number (SSN) or Local National (LN) Employee Identification (ID) number.
 - c. Confirm your SSN or LN employee ID number by reentering your data.
 - d. Enter your Date of Birth using the following format DD-MMM-YYYY, (i.e. 15-AUG-1968).
 - e. Create a DCPDS Portal Username and Password using the guidelines provided on the screen.
 - f. Confirm your Portal Password.
 - g. Choose a Security Question from the drop down list.
 - h. Provide a Security Answer to the Security Question above.
11. Click the **Submit** button.

**** Important **** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

First Name:

Last Name:

* Use hyphens in the SSN/LN/Employee ID Number field if applicable

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

* Example: 11-Aug-1968

Date of Birth:

* Username must be 5 to 30 characters in length, must begin with an alpha character, must contain at least 3 alpha characters and may include the underscore, "_" special character.

Portal User Name:

* Password must comply with DCP security requirements; contain a minimum of 8 characters; 2 lowercase letters, 2 uppercase letters, 2 numbers and 2 special characters. Example of good password: D9a@1234

Portal Password:

Confirm Portal Password:

Security Question:

Security Answer:

After selecting the "Submit" button, your new portal account is created. You will be required to re-enter your "Portal User Name/Password" information in the **Authorized Non-CAC Login** area of the DCPDS Portal Main page. Then select the "Login" button.

Privacy Act Statement

Authorities: 5 USC 552, Department Regulations; Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 63, 83, and 99, and Executive Order 12958.

Purpose(s): To authenticate the identity of individuals access to their personal data for purposes of ensuring authorized persons may process applications and pertaining to them. To permit authorized individuals to data for purposes of verifying the accuracy and to use when it is not current or is inaccurate. To assist and ensure that access is only granted to users that are access to the information.

Routine Uses: To a Federal, state, or local agency, and when the intended disclosure is for a purpose on the purpose for which the information was collected, and related matters involving the individual about information pertains.

Disclosure: Voluntary. Failure to provide the information will result in a delay or termination of your request or terminated, you will not be able to view your data and you will not be able to update your website.

Screen 33: Creating a DCPDS Portal Account for Agency Approved Non-CAC Users

12. The *DCPDS Portal* screen displays. Go to the *Authorized Non-CAC Login* region to log in and complete the registration process by performing the following:
 - a. Enter your newly created DCPDS Portal Username and Portal Password.
 - b. Select the **Login** button.

Authorized Non-CAC Login

Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

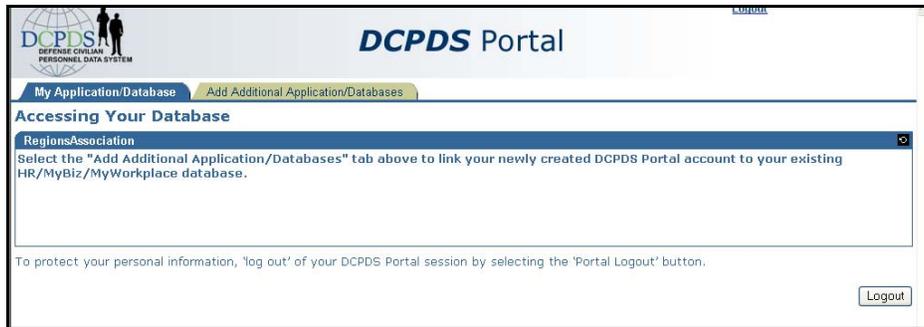
[Login Help](#)

DCPDS MY BIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

DCPDS MY WORKPLACE

Screen 34: DCPDS Portal

13. The *Accessing Your Database* screen displays.
Click the **Add Additional Application/Databases** tab.



Screen 35: Accessing Your Database

14. The *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
Perform the following:

- a. Enter your HR/My Biz/My Workplace Username (which is not the Portal Username you just created).
- b. Confirm your HR/My Biz/My Workplace Username.

Note: Include any dashes and special characters as they appear in your Username.

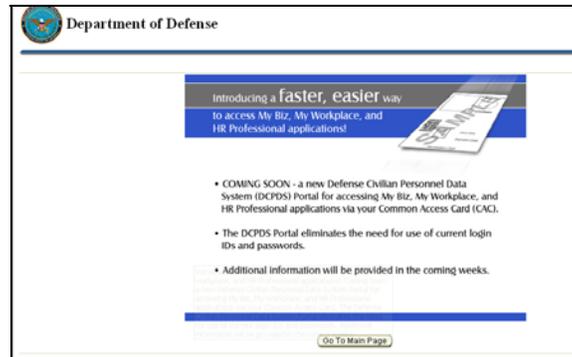
- c. Select the **Submit** button.

Note: To add additional databases at a later date, follow the Steps 10 and 11 above.

15. Click the **Submit** button.

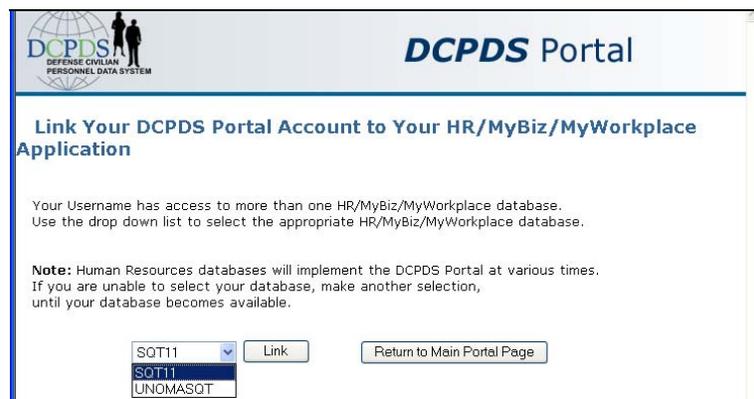
Screen 36: Add Regions Association

- If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application.



Screen 37: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application* screen displays. Using the drop-down list, select a primary database and select the Link button. After selecting this database, you will automatically access the HR/My Biz/My Workplace application.



Screen 38: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your username is not found on a database, an error message displays. Using the Back button, re-enter your information. (See Step 5 above.)



Screen 39: Unable to Validate Your Information

Notes:

- To add additional databases to your Non-CAC DCPDS Portal User account, go to Step 2 of the **Adding Additional Databases** section above.
- To add multiple accounts to your Non-CAC DCPDS Portal User account, go to Step 3 of the **Adding Multiple Accounts to a Database** section above.

Changing from Non-CAC to CAC User

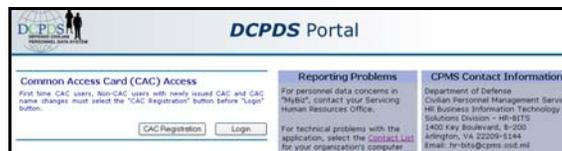
This section will assist you in changing from a Non-Common Access Card (CAC) user to a CAC user. Once the Non-CAC to CAC Registration is complete, you will use your CAC to access HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete this process due to errors, contact your organization's Help Desk. (See *Contact List* section under the *Reporting Problems on the DCPDS Portal* page.)

1. Log into the CPOL Portal at <http://cpol.army.mil>
2. Follow steps 2-8 for the CAC Registration.
3. Review the *Department of Defense (DoD) Notice and Consent Banner* and click the OK button to continue.



Screen 40: DoD Notice and Consent Banner

4. Click the CAC Registration button in the CAC Access Region.



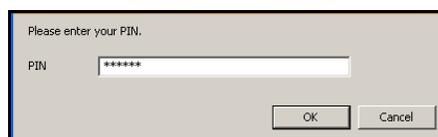
Screen 41: DCPDS Portal

5. Always select the non-email certificate at the *Choose a Digital Certificate* screen and click the OK button.



Screen 42: Choose a Digital Certificate

6. Enter your PIN and click the OK button.



Screen 43: Enter PIN

7. The *DCPDS CAC Registration* screen displays. Scroll down to the *Non-CAC Users Registering as CAC User* region and enter your Non-CAC Portal Username and Portal Password.

Non-CAC Users Registering as a CAC User

If you have been issued a CAC, enter the appropriate information below and select the "Change to CAC Registration" button.

Portal User Name:

Portal Password:

Screen 44: Non-CAC Users Registration as a CAC User

8. Click the **Change to CAC Registration** button. The *Accessing Your Database* screen displays.

DCPDS Portal

My Application/Database Add Additional Application/Databases

Accessing Your Database

Regions/Association

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[SOT11 region](#)

[UNOMASQT region](#)

To protect your personal information, "log out" of your DCPDS Portal session by selecting the "Portal Logout" button.

Screen 45: Accessing Your Database

Note: Since you are now registered as a CAC user, you will not be able to access the DCPDS Portal as a Non-CAC user.

Authorized Non-CAC Users Reset Password

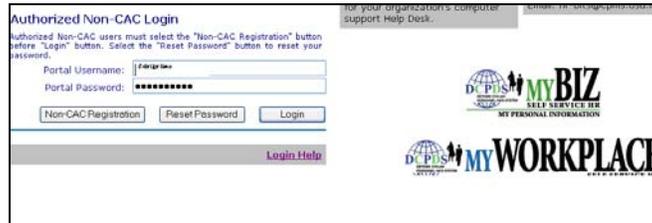
As an authorized Non-CAC user, you can utilize the password reset process to reset your DCPDS Portal password. If you cannot complete this process due to errors, contact your organization's Help Desk. (See *Contact List* section under the *Reporting Problems on the DCPDS Portal* page.)

1. Log into the CPOL Portal at <http://cpol.army.mil>
2. Follow steps 2-8 for the CAC Registration.
3. Review the *Department of Defense (DoD) Notice and Consent Banner* and click the OK button to continue.



Screen 46: DoD Notice and Consent Banner

4. Click the Reset Password button.



Screen 47: DCPDS Portal Page

5. The *Reset Your DCPDS Non-CAC Portal Password* screen displays. Enter the following data when resetting your Non-CAC portal password.
 - a. Enter your First and Last Name exactly as they appear in your HR database.
 - b. Enter your Social Security Number (SSN) or Local National (LN) Employee Identification (ID) number.
 - c. Enter your Date of Birth using the following format DD-MMM-YYYY, (i.e. 15-AUG-1968).
 - d. Enter your DCPDS Portal Username you created during initial DCPDS Portal registration.
 - e. Enter a New DCPDS Portal Password.
 - f. Enter the Portal Password again to confirm.
 - g. Select the Security Question you selected during the initial DCPDS Portal registration process.
 - h. Provide your answer to the Security Answer.

Reset Your DCPDS Non-CAC Portal Password

To reset your DCPDS Portal Password, enter the information you submitted during the initial DCPDS Portal Account Registration process.

Privacy Act Statement

Author/Basis: 5 USC 201, Department R Title 5, USC Chapters 11, 13, 29, 31, 51, 53, 55, 61, 63, 72, 75, 83, and Executive Order 9397.

Purposes: To authenticate the individuals seeking access to their personnel files for purposes of ensuring that only persons may process applications and pertaining to them. To permit individuals to view their data for verifying its accuracy and to update the it is not current or is inaccurate. To access to ensure that access is only users that are authorized access information.

Routine Uses: To a Federal, state, or local government agency as necessary and when the intended use is for a purpose compatible with the purpose for which the information was collected, on and related matters involving the individual to whom the information pertains.

Disclosure: Voluntary. Failure to provide requested information will result in a termination of your request. If your request is terminated, you will not be able to view your data and you will not be able to update your data via this website.

Screen 48: Reset Your DCPDS Non-CAC Portal Password

6. Click the **Submit** button. A Password Reset Success message '*DCPDS Portal Password Has Been Successfully Reset*' will display once information is validated.



Screen 49: DCPDS Portal Password Has Been Successfully Reset

7. Click the **Return to DCPDS Portal Page** button to return to the *DCPDS Portal Login* screen to log in with your newly reset DCPDS Portal password.

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