

Self Service “My Work Place” Module IV, Chapter 1 Before You Begin

Introduction

The Self Service Manager “My Workplace” provides managers the ability to access their employees’ personnel-related information. The following pages provide a brief overview of how to access My Work Place.

Contents

Topic	Page
Logging into My Workplace	2
Changing the Default Password	2
Resetting My Workplace Password	3
Navigating in My Workplace	4
Creating Favorites in My Workplace	5
Other Features	7

Logging into “My Workplace”

To access *My Workplace* navigate to the link provided by your Human Resources Office (HRO). The following login screen will display. Enter User Name and Password. The default user name and password will be provided by your servicing HRO.



Figure 1

Changing the Default Password

After successfully entering the default username and password, first time users will be directed to the Change Password window.

NOTE: If you are a current DCPDS user, use your current username and password to access My Biz.

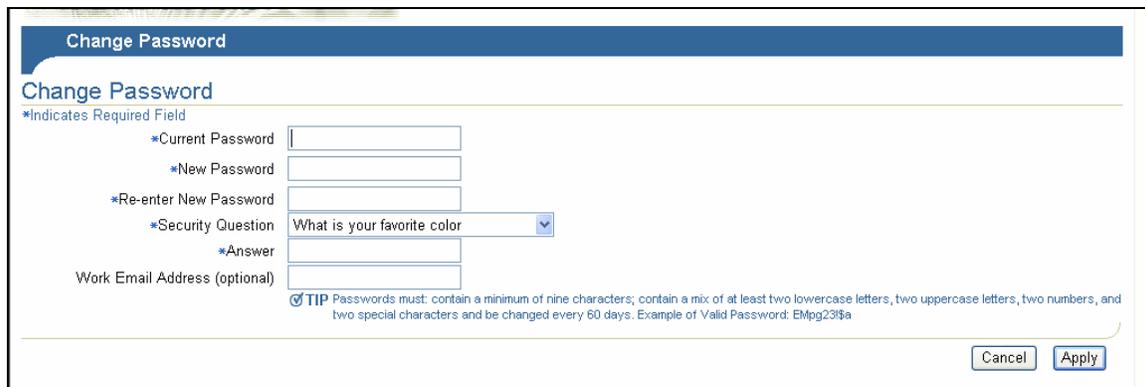


Figure 2

Enter the following data elements:

- Current Password – This is your default password
- New Password – Passwords are, at a minimum, a case sensitive 9-character mix of 2 upper case letters, 2 lower case letters, 2 numbers, and 2 special characters (must be changed every 60 days). Example of Valid Password: EMpg23!\$a
- Re-enter New Password

- Security Question – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.

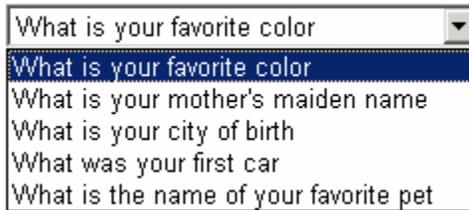


Figure 3

- Answer – The answer provided here will be used to complete user validation if password reset is required.
- Email Address – This field is available to current users and will be used for the NSPS Appraisal process.  Your transaction.

After successfully entering the user name and password the “My Workplace” “home page” will display.

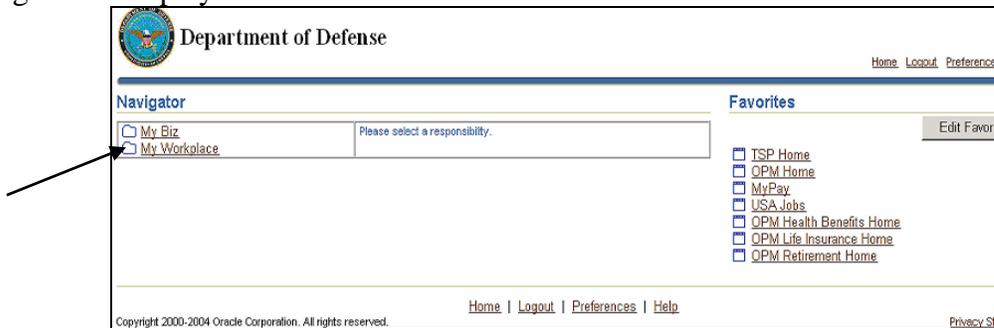


Figure 4

Resetting “My Workplace” password

If you forget your Self Service password, the following steps can be used to reset the user account. From the Login screen click the [Forgot your password?](#) link.



Figure 5

You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:

- Username
- SSN
- Date of Birth

- SCD Leave
- Pay Plan/Pay Schedule
- Grade/Pay Band
- Step
- Security Question - the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the reset password function. *Users who cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*

Please fill in all fields then press Proceed to continue.

* User Name (Hint: Same as your log in screen User Name).

* SSN (xxx-xx-xxxx)

* Date Of Birth (example: 31-Jan-2007)

* SCD Leave (example: 31-Jan-2007)

* Pay Plan/Pay Schedule

* Grade/Pay Band

* Step

* Security Question

* Answer

* New Password

* Verify New Password

Work Email address (optional)

Passwords must: contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days. Example of Valid Password: EMpg23!\$a

Figure 6

Click the button. You will be returned to the main login screen, type in your username and new password to continue.

Navigating in “My Workplace”

Click the “My Workplace” link; this opens the Functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.

Department of Defense

Home Logout Preferences

Navigator

- My Biz
- My Workplace**
 - All Actions Awaiting Your Attention
 - Appraisals
 - My Employee Information

Favorites

- TSP Home
- OPM Home
- MyPay
- USA Jobs
- OPM Health Benefits Home
- OPM Life Insurance Home
- OPM Retirement Home

Home | Logout | Preferences | Help

Copyright 2000-2004 Oracle Corporation. All rights reserved. Privacy

Figure 7

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

The left column displays all of the User's Responsibilities;



Figure 8

The column in the middle displays the available Functions;



Figure 9

All Actions Awaiting Your Attention – Alerts Managers of items requiring their attention.

Appraisals – Performance management tool allowing Managers and Employees online access—from cradle to grave.

My Employee Information – Managers are able to view information on their employees. The column on the right is your stored Favorites.



Figure 10

Creating Favorites in My Workplace

Favorites allow managers quick access to commonly used web sites. Click the **Edit Favorites** button to make changes to your Favorites.



Figure 11

To add a “favorite” website, click the **Add URL** button.



Figure 12

Type the name of the web site you want displayed on your homepage; then type the URL information and click the **Apply** button.

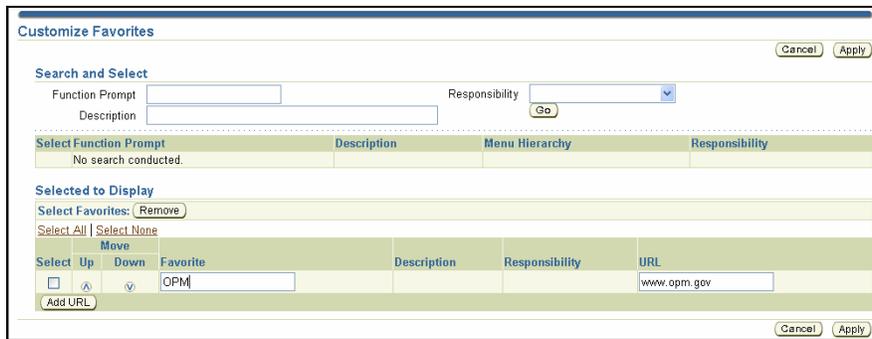


Figure 13

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

After applying the changes, the homepage displays with the new links under the Favorites column.



Figure 14

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



Figure 15

To return to My Workplace from a ‘favorites’ web site, you must close the web page by clicking the “X” in the upper right hand corner.

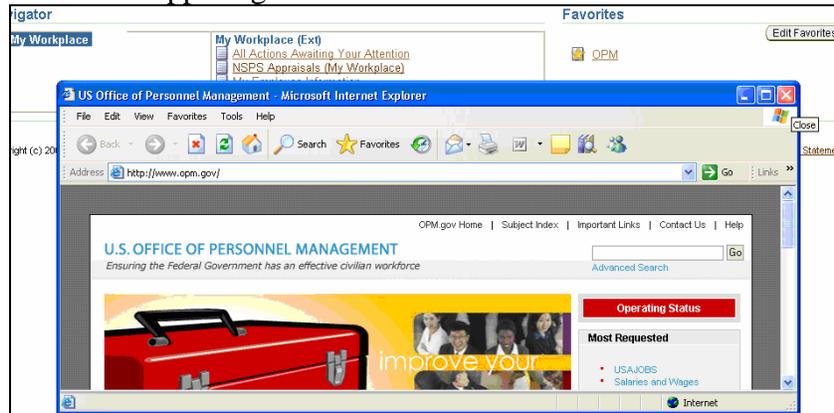


Figure 16

Other Features

Home

To return to the homepage from anywhere in the application, click the ‘Home’ link.

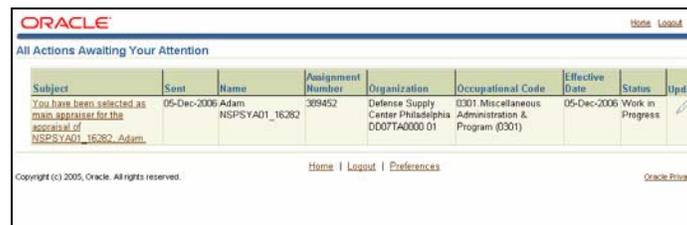


Figure 17

Logging Out

To Logout, select the Logout link at the top or bottom of page.

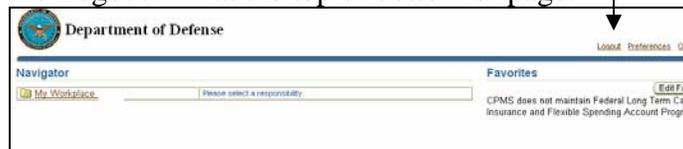


Figure 18

You are returned to the login screen. To ensure your personal information is protected close the Internet browser after logout is complete. To learn more about Self Service, go to <http://www.cpms.osd.mil/hrbits/selfservice.aspx> mil/regmod/index_enterprise.html.