

NSPS REFERENCE TOOLBOX

MYBIZ – to view **personal** info and access the PAA to input performance objectives and conduct performance appraisal actions

Web site for access: <https://compo.dcpds.cpms.osd.mil/> (some sites have a desktop **MYBIZ** icon for easier access)

USER ID: is your social security number (with dashes included, ex: 123-45-6789) **UNLESS YOU HAVE A DCPDS ACCOUNT – LOG IN THROUGH CITRIX**

HELP website: <http://www.cpms.osd.mil/hrbits/selfservice.aspx> (user guide, FAQs, tutorial)

Notes: Update your personal information and email address – this allows you to receive email notification regarding performance appraisal actions that are pending in MY BIZ or MY WORKPLACE (for supervisors). Instructions for initial login are available at:

<http://www.dodea.edu/offices/hr/news/documents/CACRegistrationforMyBizUsers.pdf>

For corrections to your personal record email detailed request to: faims.helpdesk@hq.dodea.edu (documentation may be requested)

MYWORKPLACE – for **Supervisors** to view personnel data and conduct performance appraisal actions for their employees

Web site for access: <https://compo.dcpds.cpms.osd.mil/>

USER ID & PASSWORD – **SAME AS MY BIZ UNLESS YOU HAVE A DCPDS ACCOUNT – LOG IN THROUGH CITRIX**

HELP website: <http://www.cpms.osd.mil/hrbits/selfservice.aspx> (user guide, FAQs, tutorial)

Notes: Please ensure all of the employees officially assigned to your organization are listed.

Supervisors should verify that all of their subordinates are listed **My Employee Information** in MyWorkplace. If the listing is not correct send an email with a list of all the employees who should be listed under your hierarchy to: faims.helpdesk@hq.dodea.edu

PERFORMANCE APPRAISAL APPLICATION (PAA) – for **supervisors** and **employees** to input performance objectives and conduct performance appraisal actions

Access: via MY BIZ, MY WORKPLACE (for Supervisors) or DCPDS Citrix login.

Video: Video demonstration at <\\hq-f-1\Common\Shared\NSPS\PAA-create1.exe>

User Guide available at: http://www.dodea.edu/offices/hr/news/documents/Create_NSPS_Perf_Plan_V2.pdf

Help for writing performance objectives: <http://www.cpms.osd.mil/nsps> Look for **iSuccess** training course under RESOURCES

NSPS INFORMATION ON DoDEA WEB: Reference material for employees and links to web-based training modules including *NSPS 101*, *iSuccess*, *My Biz*, *My Workplace*, and *PAA*.

Web Site: <http://www.dodea.edu/offices/hr/> under NSPS drop down and the employee dashboard at <http://www.dodea.edu/employees/nsps.cfm>

NSPS OFFICIAL WEB SITE: <http://www.cpms.osd.mil/nsps/>

Regulations/Fact Sheets/NSPS 101 TRAINING/and much MORE including Related Links to other Component websites

NSPS RELATED QUESTIONS: DoDEA.NSPS.Inquiries@HQ.DoDEA.edu