

Resetting Passwords in DCPDS (to include My Biz & My Workplace)

With the installation of DCPDS Patch 65.1 on Sunday, 22 Apr 07, the “Forgot Your Password” link in DCPDS (to include My Biz & My Workplace) will be fully functional and “user friendly” for both our civilian and military users. This change will allow all users to reset their own password for DCPDS, My Biz & My Workplace without having to call AFPC for assistance.

One of the requirements for people to be able to reset their own password is the inclusion of a security question and answer in their record. In order to get this accomplished, if the system doesn't currently contain a security question/answer in the employee's record, the first time the employee logs into DCPDS (to include My Biz & My Workplace), the system will expire their current password and take them to the change password screen where they will have to select a security question, answer it and then input a new password. It's important to remember, this is going to happen if no security question is in their record no matter when they last changed their password. Once this is accomplished, the user will then be able to use the “Forgot Your Password” link to reestablish their password should they forget their current one.

If at a later date, they forget what security question they selected and/or what answer they gave, the user will need to call the AFPC PSOCC at DSN 665-5004 (Available 24x7) and the service desk representative will be able to reset their question and/or answer so the user will be able to reset their own password.

If you have any questions regarding this, please feel free to call Civilian Personnel Office Data Section, 480-2454.