

Instructions for Security Questionnaire Deployment

Effective Monday 22 April 2007 DCPDS will require certain users to change their Passwords and answer a Security questionnaire. The user will be able to select a different security question if they do not want to use the default security question.

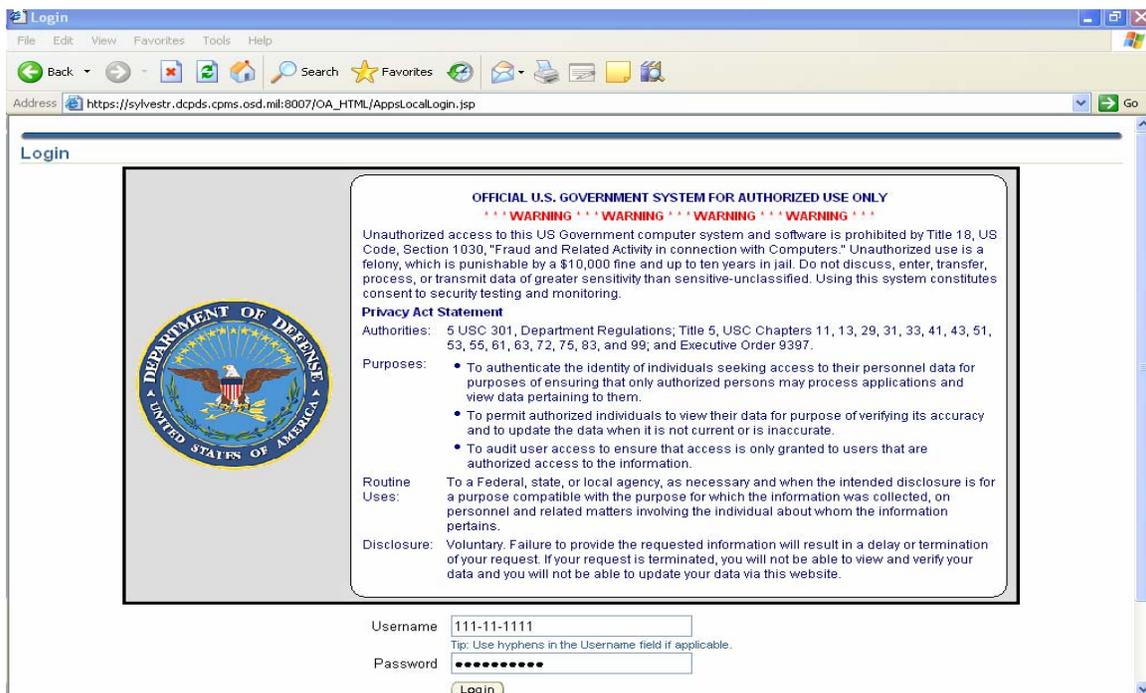
The following DCPDS users will be prompted to Change their password after first logging into DCPDS on or after 22 April 2007.

1. Professional Accounts – These accounts always use Employee Name (example: JOHN.DOE) and end with -MGR, -MGA, -MGP, -RMM, -RMB, -COC, -COS, -COF, -COP, -COH, -CPG, -EEO, -NAF, -SES, -OTH, or -RSC.
2. Self-Service Accounts – (My Biz, My Workplace) the only users this will affect are users who have **never answered** or **received** the Security Question provided/selected when they first logged into DCPDS.
3. New users and all other users who have existing accounts and are logging into DCPDS for the first time will be prompted to change their password and answer the security question.

The following instructions use a Self Service (My Biz or My Workplace) account to illustrate Logging On to DCPDS and answering the security question.

The next instruction will show you the process of Logging on after you have recently reset your password and forgot what your new password is.

Example of Employee Logging into DCPDS



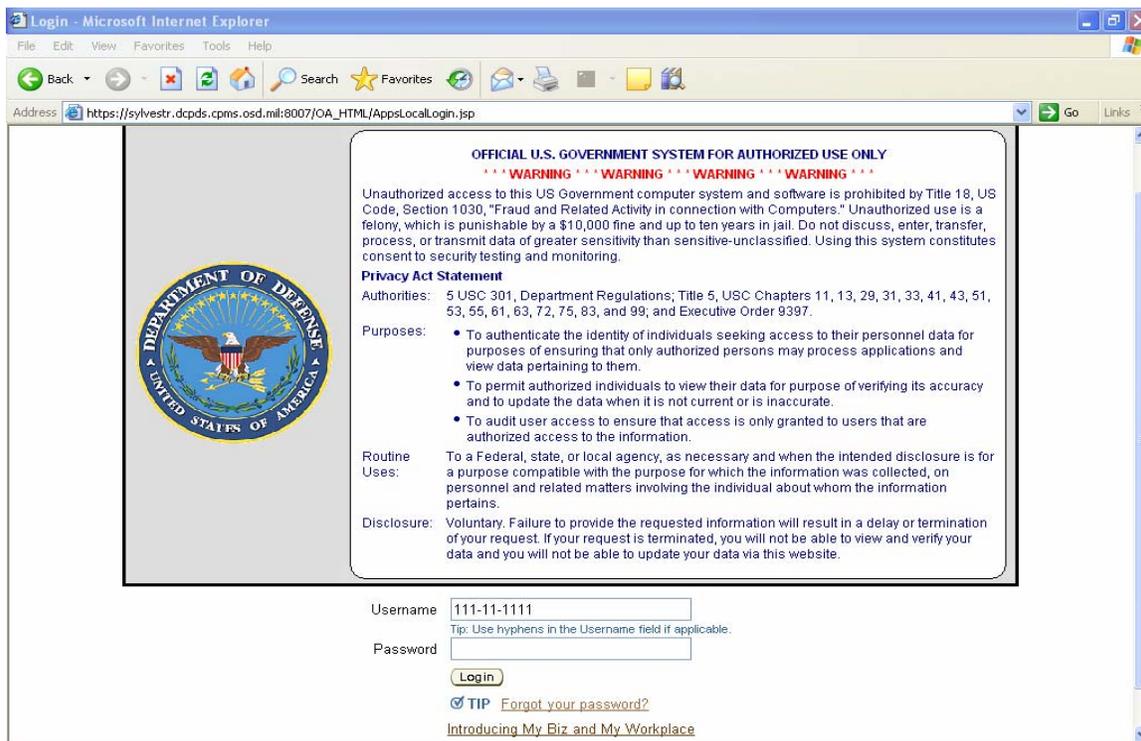
The screenshot shows a web browser window titled "Login" with the address bar displaying "https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/AppsLocalLogin.jsp". The page content includes:

- Warning:** OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY. Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.
- Privacy Act Statement:** Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.
- Purposes:**
 - To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
 - To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
 - To audit user access to ensure that access is only granted to users that are authorized access to the information.
- Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.
- Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

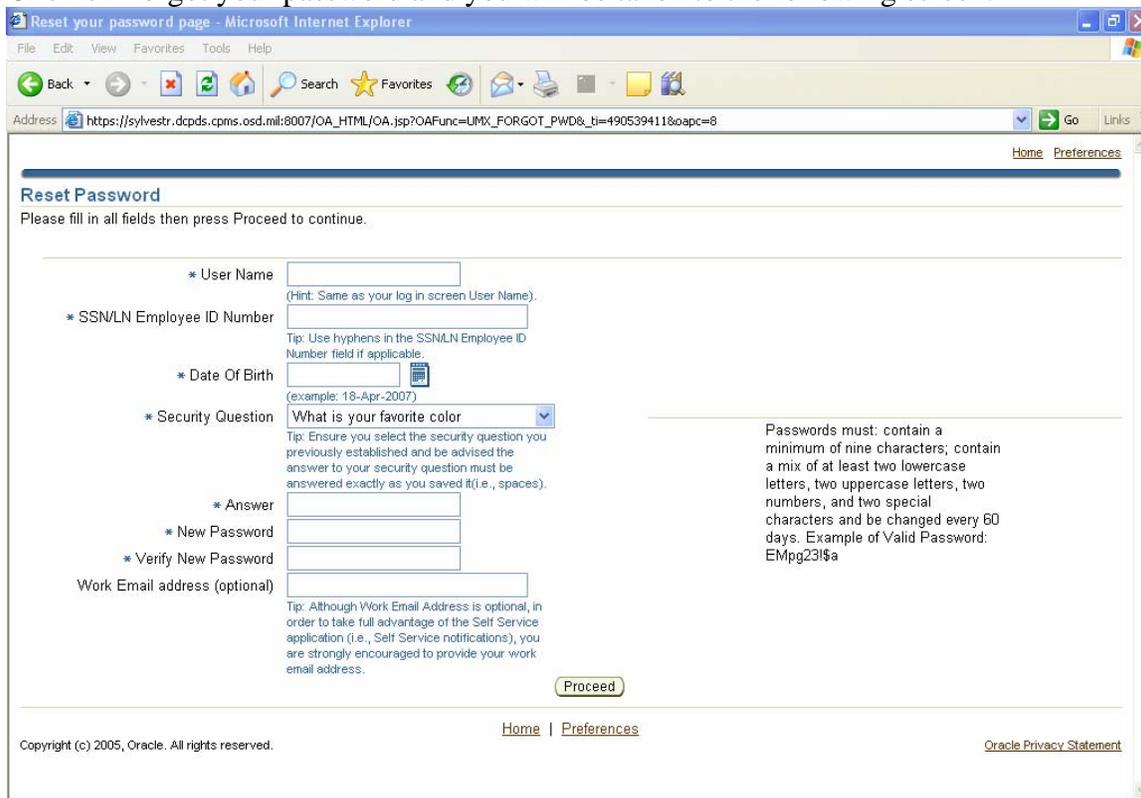
At the bottom of the page, there are input fields for Username (containing "111-11-1111") and Password (masked with dots), and a "Login" button.

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Follow the below procedures if you forget your password to DCPDS



Click on **Forgot your password** and you will be taken to the following screen.



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Enter information

Reset Password
Please fill in all fields then press Proceed to continue.

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

* SSN/LN Employee ID Number
Tip: Use hyphens in the SSN/LN Employee ID Number field if applicable.
(example: 18-Apr-2007)

* Date Of Birth

* Security Question What is your favorite color
Tip: Ensure you select the security question you previously established and be advised the answer to your security question must be answered exactly as you saved it (i.e., spaces).

* Answer Red

* New Password

* Verify New Password

Work Email address (optional) jan.mckin@us.army.mil
Tip: Although Work Email Address is optional, in order to take full advantage of the Self Service application (i.e., Self Service notifications), you are strongly encouraged to provide your work email address.

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

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Then click Proceed

ORACLE

Confirmation
Your password has been reset successfully.

Press OK to continue to login page.

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After you click OK the system will take you to Navigation Screen.