

## INSTRUCTIONS FOR DCPDS ACCESS

In order to gain access to Defense Personnel Data System (DCPDS), Customer Support Unit (CSU), Business Object Applications Xi (BOXI), and/or Oracle Training Administrator (OTA)/(HRD), follow these instructions.

**Please complete the DD 2875 - System Authorization Access Request (SAAR) form and the CHRA HR Systems Employee User Request Form. You are also required to submit a copy of your Cyber Awareness Challenge Training certificate. The Cyber Awareness Challenge link provides instructions on how to complete the training and retrieve your certificate.**

**Please be aware that your AKO Username has to match your SF-50 information to enable access to DCPDS. Name changes or misspelled names must be fixed before an account can be established.**

### DD 2875 - SAAR Form

**TYPE OF REQUEST** - Be sure to select the type of request: Initial, Modification, or Deactivate.

**SYSTEM NAME** - List one of more of the following:

- **DCPDS** (Defense Personnel Data System) - Process Request for personnel actions
- **CSU** (Customer Support Unit) - View employee information in Portal and run SF 75 information
- **Business Object Applications Xi** (BOXI) - To run in-depth reports
- **Oracle Training Administrator** (OTA)/(HRD) - To input training

**Part I** - All employee information, blocks 1-12. Please ensure your Cyber Awareness Challenge Training is up to date as you are required to submit a copy of your certificate with your packet to the CPAC Information Systems Branch. Your date of completion must be annotated in block 10.

**Part II** - Supervisor's information and signature. **NOTE:** Supervisors must verify with the Security Office to ensure that a background check has been completed. Be sure name, organization, email, and phone number are completed. Supervisor's signature is required to verify block 16.

Information Assurance Officer's (IAO) signature and blocks 23-25 (organization, phone and date) must be completed.

**Part 3** - Security must sign and complete blocks 28-32.

### Employee User Request Form

**Employee Information** - Complete blocks 1-9. **NOTE:** Block 7 should contain your AKO username and block 8 should contain your Enterprise Email Address (@mail.mil). If you are not sure what your AKO username is, logon to AKO to verify.

**Access Requested** - Complete blocks 1-7 and your supervisor must sign.

Select New Account, Modify Existing Account, or Delete Account. Check the account to be created, modified, or deleted. Select the type of account(s) you are requesting, block 3.

**Admin (-MGA):** Access to Initiate and Request personnel actions  
**Manager (-MGR):** Access to Initiate, Request, and Authorize personnel actions  
**Resource Manager (-RMM):** Access to Review personnel actions

**NOTE:** Be sure these fields match the DD 2875.

Block 4, Account Organization Access is not used so be sure to list all of the organization codes you need access to. The Organization Component ID is made up of the CPO-ID, Command Code, UIC, and organization code (Ex: FR/BA/W6CHAA/37%). If you are not sure what organization codes you require access to, contact your G1 and/or staffing specialist.

Block 5 - Check the DCPDS capabilities that match the permissions for the type of account(s) outlined above.

Check the type of records you are requesting access to, block 6.

If you require access to a groupbox(es), provide the full name(s) in block 7.

**Note: Make sure that you have Java and Ghostview programs loaded on your computer. You will need the assistance from your local IT help desk to download and install Java and Ghostview software that can be found on CPAC's website at: <http://www.samhouston.army.mil/cpac/infosyslinks2.aspx>.**

If you have any questions, please contact the CPAC Information Systems Branch, 221-0862 or 221-0963, for assistance.