

## HOW TO ADD/UPDATE COMPLETED TRAINING

In your My Biz+ portal (<https://compo.dcpds.cpms.osd.mil/>)

- Click “Professional Development” Icon

Send your training certificate to your HRD for validation: [ng.hi.hiarng.mbx.nghi-technician-travel@army.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@army.mil)

**Key Services**

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage MyPerformance Trusted Agent Authorization
  - View/Print Performance Management Reports
- View Previous Requests
- CIV Fill Request Status
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Update MyTeam
- Hiring Manager's Toolkit
- MyTeam Update Trusted Agent
- Civilian Career Brief

**Insurance**

- Health Insurance:
- Life Insurance:

**Pay**

- Gross Pay:
- Net Pay:
- Pay Period End Date:

**Last Personnel Action**

- Type of Action:
- Effective Date:

**Detail Pages**

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports
- My Team

- On the “Training” tab, click “Add”

Home | Professional Development

Education | **Training** | Certifications/Licenses

Add

Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the agency authorizing a training event(s). View your training related Service Obligation/Continued Service Agreement on the Personnel page. [Print Training Report](#)

Update Source	Course Title	Start Date	End Date	Date Training Recorded	Action
Self Certified	HC-C HEALTHY RETIREMENT PACKET TRAINING	12-Apr-2022	13-Apr-2022	20-Dec-2022	Delete
Self Certified	DCPAS BENEFITS INTERMEDIATE COURSE (BIC)	21-Mar-2022	25-Mar-2022	20-Dec-2022	Delete
Self Certified	CALCULATING SERVICE COMPUTATION DATES (VIRTUAL INSTRUCTION)	01-Feb-2022	01-Feb-2022	20-Dec-2022	Delete
Self Certified	THRIFT SAVINGS PLAN - PRE-SEPARATION COURSE / LOAN / DEATH BENEFITS / POST-SERVICE WITHDRAWAL / INTRO TO TSP	07-Dec-2021	16-Dec-2021	20-Dec-2022	Delete
Self Certified	USING THE GUIDE TO PROCESSING PERSONNEL ACTIONS	18-Oct-2021	01-Nov-2021	20-Dec-2022	Delete

- You will be in a “Wizard” which will walk you through the rest of the steps.

Home | Professional Development | Add Self-Certified Training

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_68/SF182.pdf](https://www.opm.gov/forms/pdf_68/SF182.pdf)

1. Course Data | 2. Training Specifics | 3. Agency Type | 4. Acquisition School (Optional) | 5. Cost | 6. Review and Confirm

A new training entry will not be added if the Training Start Date, Training End Date and the Course Title are an exact match to training information already displayed.

\* = Required

\* Course Title:

Course Number:

\* Training Period: \* Training Start Date:  \* Training End Date:

\* Training Accreditation Indicator:  Yes  No  Not Applicable

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