

My Biz & My Workplace

My Biz & My Workplace Homepage:
<http://ask.afpc.randolph.af.mil/mybiz/>

My Biz and My Workplace Login address:
<https://bantam.afpc.randolph.af.mil:8007>

Access Restricted to ".mil & .gov" domains.

Did you know

Under the National Security Personnel System (NSPS), employees and rating official have specific roles and responsibilities to develop and monitor performance throughout the appraisal period.

The Performance Appraisal Application within *My Biz* and *My Workplace* supports the easy exchange of information between employees and rating official's throughout the performance management lifecycle. For more information visit the AFPC NSPS website at <https://ask.afpc.randolph.af.mil/nsps/>

Review and update personal information:

It's extremely important to periodically review and update (if necessary) your personal information, such as your work email address, foreign language proficiency, etc. in *My Biz*. The work email address in *My Biz* is used to notify both employees and supervisors of pending actions, such as an appraisal for pending review.

.My Biz

for **Civilian Employees**

"*My Biz*" is an exciting new Self-Service HR module that brings information from **employees'** official personnel records to their workstations, on-line, real-time and secure (restricted to ".mil & .gov" domains).

Use *My Biz* to access and view the following information:

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance

You may also use *My Biz* to update:

- Work Information
 - Work Email Address
 - Employee Phone Number
 - Physical Work Address
- Disability codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign language proficiency

My Workplace

for **Managers and Supervisors**

"*My Workplace*" is a web-based self-service HR module that allows **managers** and **supervisors** access to information about their employees.

My Workplace allows managers and supervisors to:

- View employees' personnel information from their workstation (restricted to ".mil & .gov" domains)
- Establish performance plans
- Provide feedback and appraise employee performance

Once you login to the system, you will be prompted to select a responsibility. As a manager or supervisor, you will select My Workplace.

From the *My Workplace* Home Page, you may access:

- All Actions Awaiting Your Attention
- My Employee Information

Note: For Security reasons we are unable to post the default login instructions to any website. **DO NOT** post this flyer to any website.

My Biz & My Workplace

Username & Passwords

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AF Appropriated Fund Civilian Employees & Supervisors

Your My Biz (for employees) or My Workplace (for managers & supervisors) account has already been established. If you have not accessed the system using the default password, please see the "Default Password" instructions below. When you log in My Biz/My Workplace for the first time, you will be prompted to provide a user name and a password.

-Your user name is your social security number (SSN) (include dashes – xxx-xx-xxx)

Personnelist (HR Professionals)

All Professional Users [those with normal Defense Civilian Personnel Data System (DCPDS) access] have the My Biz responsibility assigned to their DCPDS account.

Professional Users will see the My Biz responsibility when they sign in to DCPDS. Once they click on the My Biz link, they will then access the My Biz Account as do all others.

Military Supervisors of Civilian Employees and **Supervisors of AF Civilian Employees from other agencies** will have access to My Workplace only through a virtual account. If you are unable to access your account or view your employee data, please contact the servicing Civilian Personnel Flight (CPF) for assistance. If you have not already accessed the system please see the "Default Password" instructions below.

When you log in My Biz/My Workplace for the first time, you will be prompted to provide a user name and a password.

-Your user name is your social security number (SSN) (include dashes – xxx-xx-xxx)

Non-Appropriated Fund and Local National employees, please contact your servicing personnel office for information.

Already have a password??? If so, use this address to login <https://bantam.afpc.randolph.af.mil:8007>.

Default Passwords

Default passwords are provided to initially access the system. After a user uses his or her default password, they are required to change their password before they are allowed to access their account information. Please follow the default instructions below to initially access the system.

Employed after 18 Jun 06:

1st character - first letter of first name (upper case)
2nd character - second letter of first name (upper case)
3rd character - \$
4th character - first letter of last name (lower case)
5th character - second letter of last name (lower case)
6th character - \$
7th character - fourth digit of SSN
8th character - \$
9th character - fifth digit of SSN
10th character - \$

Employed before 18 Jun 06:

1st character - first letter of first name (upper case)
2nd character - \$
3rd character - first letter of last name (lower case)
4th character - \$
5th character - fourth digit of SSN
6th character - \$
7th character - fifth digit of SSN
8th character - \$

Help Desk

(Forgot Password)

A Help Desk has been established to assist users if they incur problems with passwords or accessing the website.

Individual Users may call or email the Help Desk directly for password resets. When sending an email, you must send it from your base email account. If your base has been configured for Common Access Card (CAC) usage, you must encrypt & digitally sign the email.

To contact the Help Desk, call DSN 665-5004 / Commercial 210-565-5004 or Email PSOCC.SD@Randolph.af.mil. The Help Desk is available 24-hours-a-day, 7-days-a-week, 365-days-a-year.

Direct questions regarding personal employee, information in My Biz/My Workplace to the servicing Civilian Personnel Flight (CPF).

Creating Passwords

DoD policy requires the use of complex password authentication, which defines that passwords must:

- contain a minimum of nine (9) characters
- consist of a mixture of at least: (2) lowercase letters; (2) uppercase letters; (2) numbers; (2) special characters (~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /); be changed every 60 days; don't repeat characters such as AA, \$\$, 22, jj, etc

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[Page 2 of 2]

Prepared By: AFPC/DPIECC Air Force Programs Oversight Office