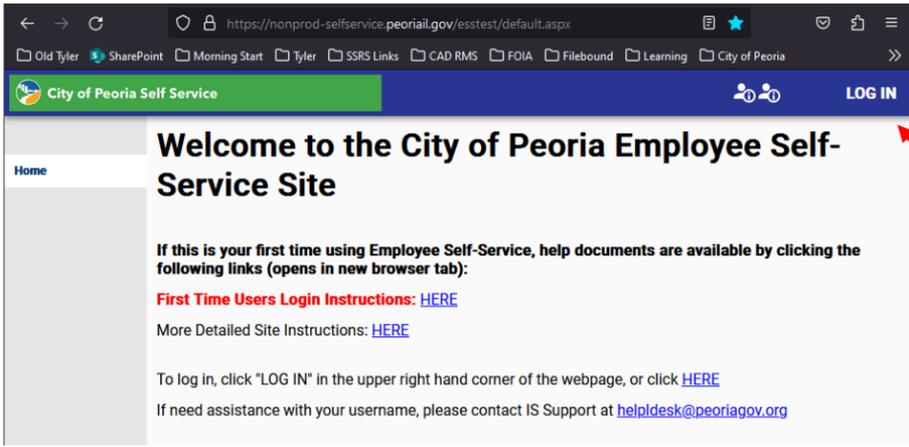




ESS First Time Login Instructions

ESS or Employee Self-Service is how you access your accrual information (vacation/sick/personal time), W2's, past paystubs, demographic information, timecard (not all departments), and various other functions for employees.



STEP A:

To access your personal account within ESS, first you will need to login. You can do so by clicking on the "Log In" in the upper right-hand corner of the screen.

STEP B:

There are help document links on the above website to assist you if you

Username: 999999

Additional information you may find useful:

Employee #: 999999

Primary Email Address: tylertestuser@peoriagov.org

Alternate Email Address (if provided): tylertestuser@example.com

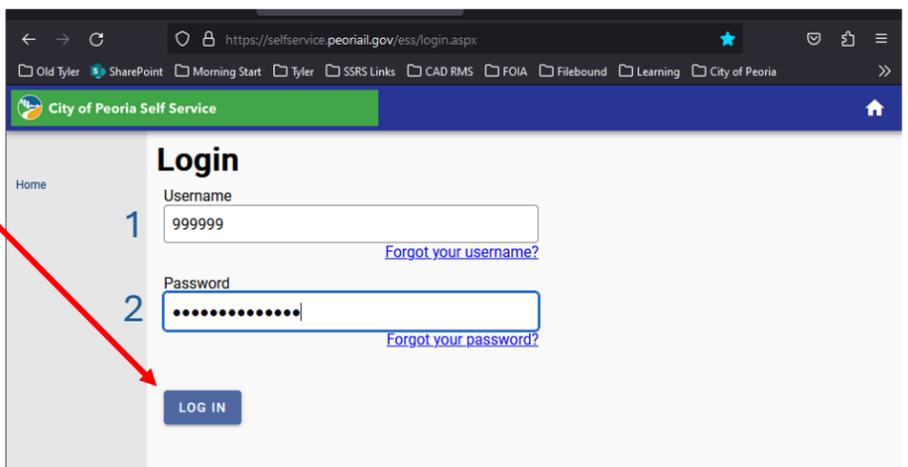
Email Excerpt

1: Enter your Username here. This can be found in the email you received (circled in email excerpt), or it can be requested by emailing: helpdesk@peoriagov.org

2: First time Users: If your Username is numbers, e.g. 12345, your password will be the last four digits of your social security number.

If your Username is a part of your name, e.g. jsmith your password will be the same as what you use to log into your computer.

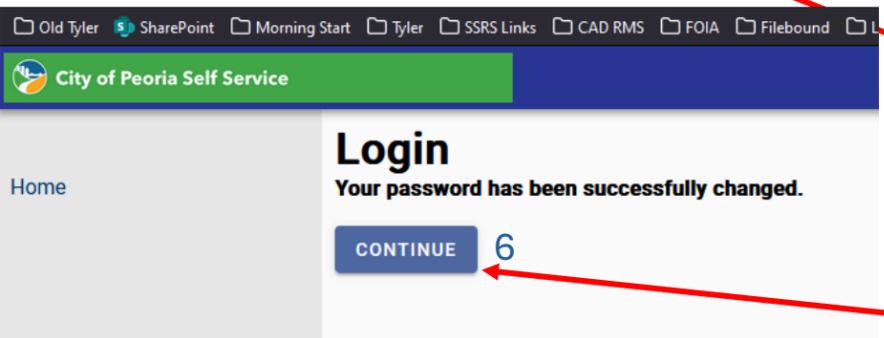
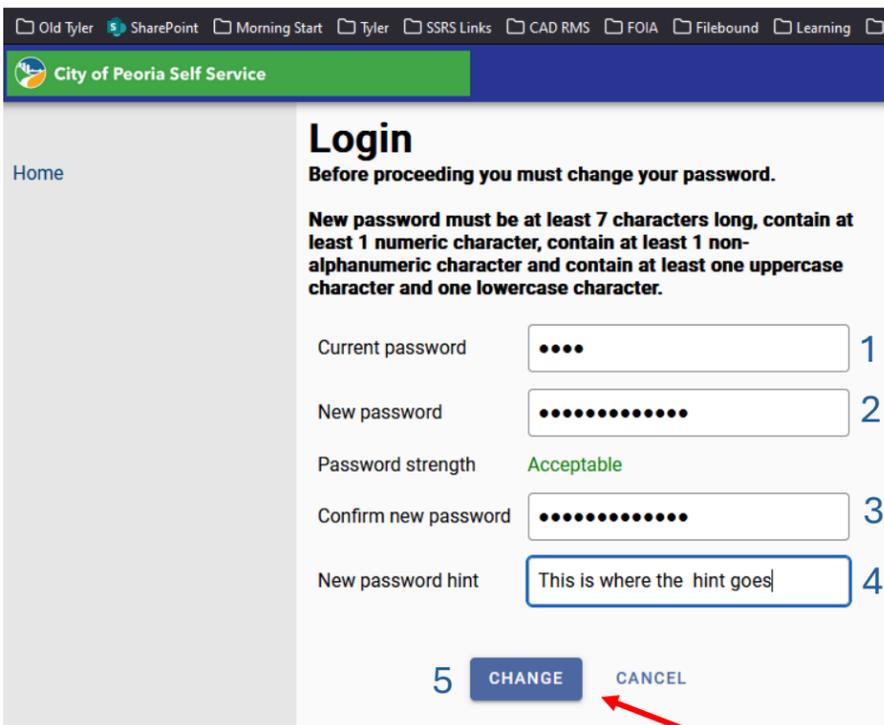
First time users with number for their Username will be taken to a new screen where they will need to change their password. Proceed to STEP C.



First time users with their name in their Username can skip STEP C and proceed to STEP D

STEP C:

- 1:** Re-enter your current password here. This is the last four digits of your social security number for first time users
- 2:** Create a new password. It must be at least 7 characters long and contain at least one upper and one lower case letter, at least 1 numeric character, and 1 non-alphanumeric character. Example: p@SSword8 (Do not use this password!) Please keep your passwords in a safe, secure location.
- 3:** Re-enter your new password.
- 4:** Create a password hint. This can be used if you ever forget your password, the system can send you this hint.
- 5:** Click "Change" to change your password and save your hint in the system.
- 6:** You will go to a new screen where you will be provided a confirmation that your password has been changed. Click "Continue".



STEP D:

Congratulations! You have successfully logged into the Employee Self-Service Site. Now click on "Employee Self Service" on the left side of the screen to see your information.

