

Employee Self Service

New, Returning Users & Forgot Password

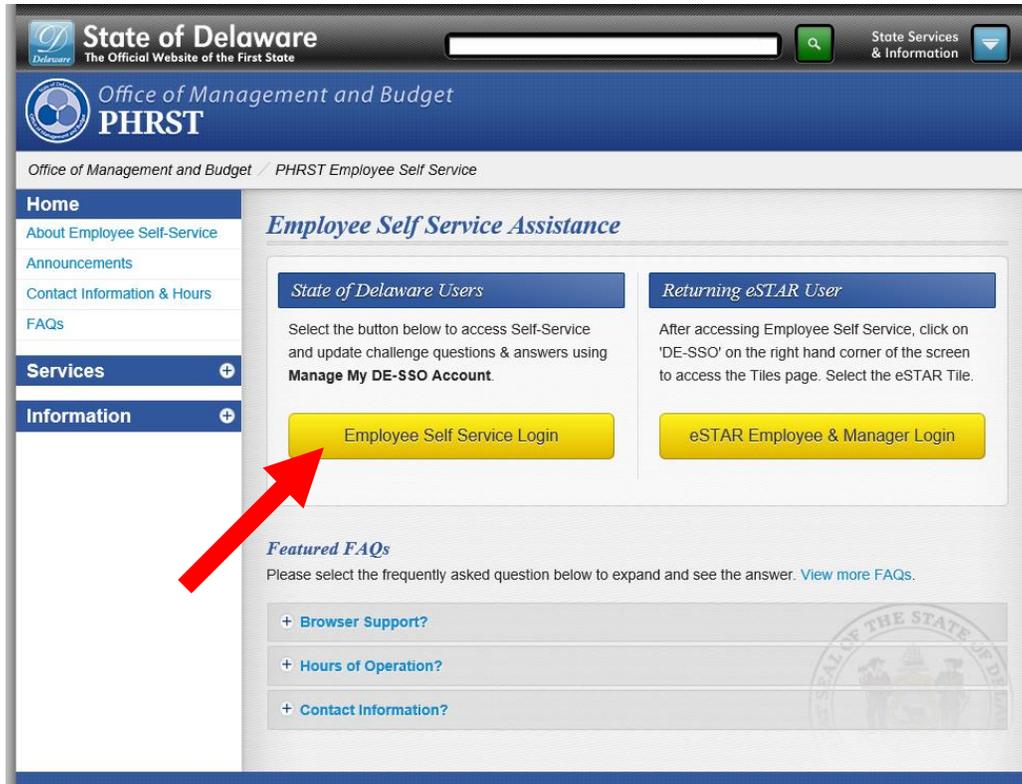
To begin this process, you must first have your Employee ID readily available to enter into the requested field. If you do not know your Employee ID please contact your Human Resources or Payroll Representative (see table below to identify the appropriate contact for your position) or call [\(302\) 323-2700](tel:3023232700) and ask for HR or Payroll

<u>Position / Role</u>	<u>Payroll Rep</u>	<u>HR Rep</u>
Administrators	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Chief Custodians	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Mary Jo Lemon maryjo.lemon@colonial.k12.de.us
Custodians & Sub Custodians	Doug Smythe doug.smythe@colonial.k12.de.us	Mary Jo Lemon maryjo.lemon@colonial.k12.de.us
Constables	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Data Service Center	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
EPER	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Leach (all employee types)	Doug Smythe doug.smythe@colonial.k12.de.us	<i>See employee type from Column 1</i>
Nutrition Workers & Sub Nutrition	Doug Smythe doug.smythe@colonial.k12.de.us	Mary Jo Lemon maryjo.lemon@colonial.k12.de.us
Paraprofessionals & Sub Paras	Doug Smythe doug.smythe@colonial.k12.de.us	Becky Stilwell rebecca.stilwell@colonial.k12.de.us
Secretaries	Doug Smythe doug.smythe@colonial.k12.de.us	Dominique Amos dominique.amos@colonial.k12.de.us
Specialist	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Student Workers @ Colwyck	Doug Smythe doug.smythe@colonial.k12.de.us	Becky Stilwell rebecca.stilwell@colonial.k12.de.us
Student Workers Not @ Colwyck	Doug Smythe doug.smythe@colonial.k12.de.us	Mary Jo Lemon maryjo.lemon@colonial.k12.de.us
Sub Secretaries & Sub Teachers	Doug Smythe doug.smythe@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Teachers & ROTC	Jennifer Thornton jennifer.thornton@colonial.k12.de.us	Jeanne Campbell jeanne.campbell@colonial.k12.de.us
Transportation (Bus Aides, Drivers) & Sub Aides & Drivers	Doug Smythe doug.smythe@colonial.k12.de.us	Dominique Amos dominique.amos@colonial.k12.de.us

Enter in browser: <http://www.employeeselfservice.omb.delaware.gov>

The Employee Self Service Assistance page opens:

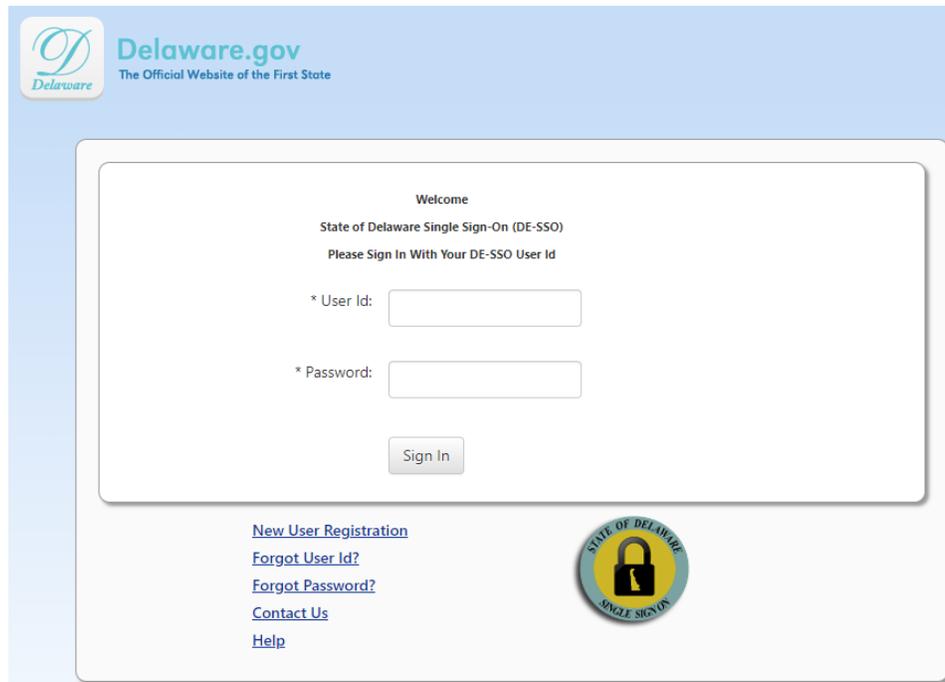
Select the yellow button: **Employee Self Service Login**



Go to next page...

The Sign in page opens:

Enter your **User ID** – this is your **Employee ID**



Enter your password:

If you do not know your password, **Go to page 4**

If you do know your password, enter it, Click *Sign In* and skip to page 6

ATTENTION NEW HIRES:

If you are a first time user, and have never accessed this system before then your initial default password is: DE\$mmyy#### (be sure to NOT enter any spaces)

mm = 2 digit birth month you were born (example: January would be 01)

yy = 2 digit birth year you were born (example: 1955 would be 55)

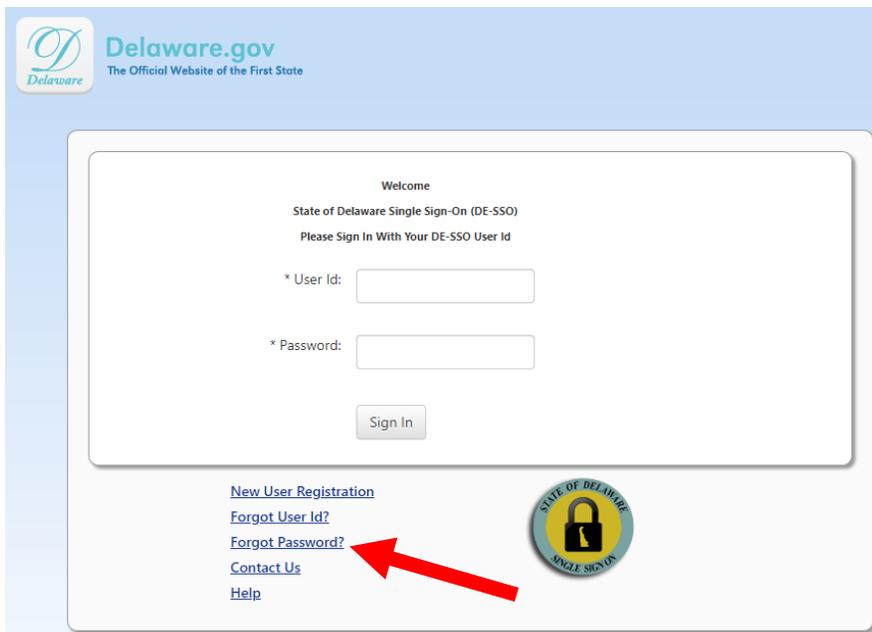
= last four of your social security number (example: 111-22-3333)

Using the above example, the password entry would be: DE\$01553333

Enter this temporary password then follow the steps to reset/update the password and **SKIP TO PAGE 6.**

*** If you do not know your password**

Click on the [Forgot Password? Link](#)

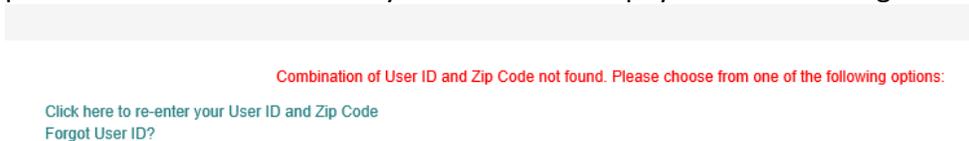


The Forgot Password Page opens

- ✓ Enter your User Id – this is your Employee ID
- ✓ Enter your Zip Code – this is the 5 digit zip code, that is your home (not mailing) address. This is the zip code you provided at the time of completing new hire paperwork or any change of address process.
- ✓ Select Continue

IMPORTANT NOTE:

If the zip code does not match exactly what we have in payroll the following error will appear:



If you receive this error, *please contact payroll (see page 1 for email address or phone number)*

The Forgot Password Page Continues

*****IMPORTANT NOTE*****

Enter the requested information:

Last Name

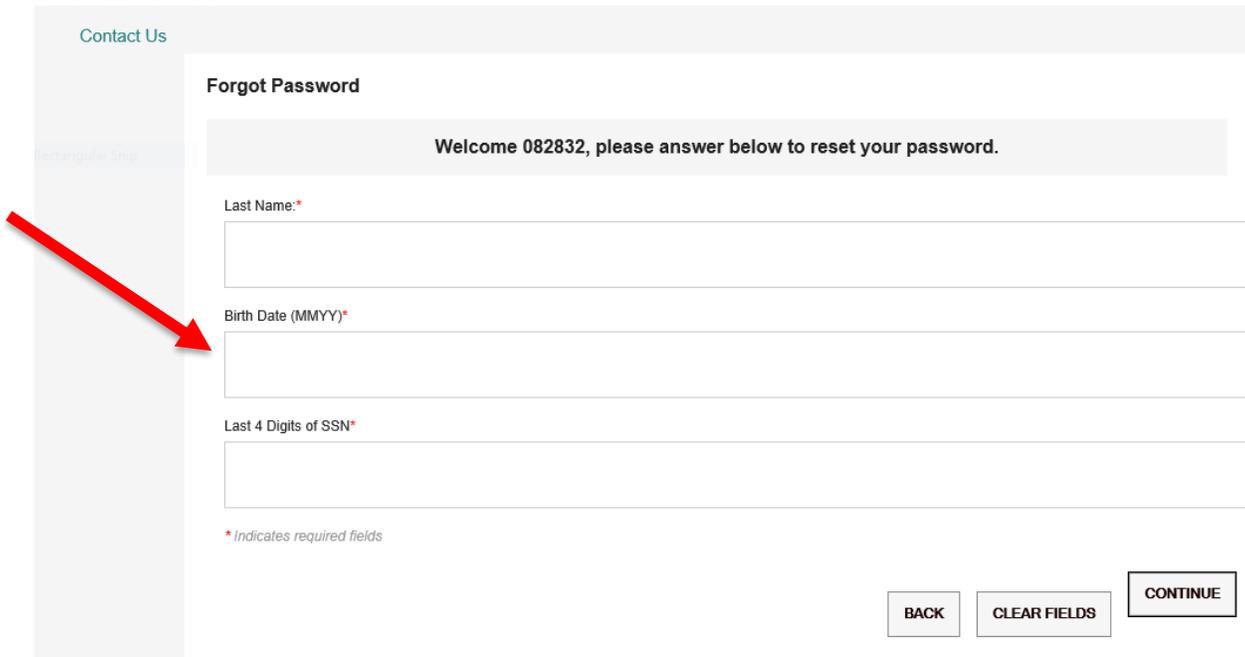
Birth Date = Your two digit birth month, and last two digits of your birth YEAR (no dashes)

*Example: If your birthdate is January 20, 1955 you would enter: **0155***

Last 4 Digits of SSN

Be sure to **ONLY** enter the last four digits and not the entire number

Click Continue



The screenshot shows a web form titled "Forgot Password" with a "Contact Us" link in the top left. A red arrow points to the "Birth Date (MMYY)*" input field. The form includes three input fields: "Last Name:*", "Birth Date (MMYY)*", and "Last 4 Digits of SSN*". Below the fields is a note: "* Indicates required fields". At the bottom right are three buttons: "BACK", "CLEAR FIELDS", and "CONTINUE".

Contact Us

Forgot Password

Welcome 082832, please answer below to reset your password.

Last Name:*

Birth Date (MMYY)*

Last 4 Digits of SSN*

* Indicates required fields

BACK CLEAR FIELDS CONTINUE

The Reset Password Page opens

Create and enter a new password

You must follow the password policy

Click Confirm

Reset Password

Welcome 082832, please enter new password.

Enter new password:*
Password

Re-enter new password:*
Confirm Password

Confirm

Password Policy

Password must be at least 10 characters long.
Password must not match or contain last name.
Password must not match or contain user ID.
Password must contain at least 1 special character.
Password must contain at least 1 numeric character.
Password must contain at least 1 uppercase character.

The message below appears – click the “[click here](#)” blue link

Contact Us

Rectangular Sign

Congratulations! Your password has been successfully reset.
Please [click here](#) to access your Identity console.

The Sign in Page opens again:

Enter User Id (Employee ID)

Enter the password you just created

Click Sign In

Delaware.gov
The Official Website of the First State

Welcome
State of Delaware Single Sign-On (DE-SSO)
Please Sign In With Your DE-SSO User Id

* User Id:

* Password:

Sign In

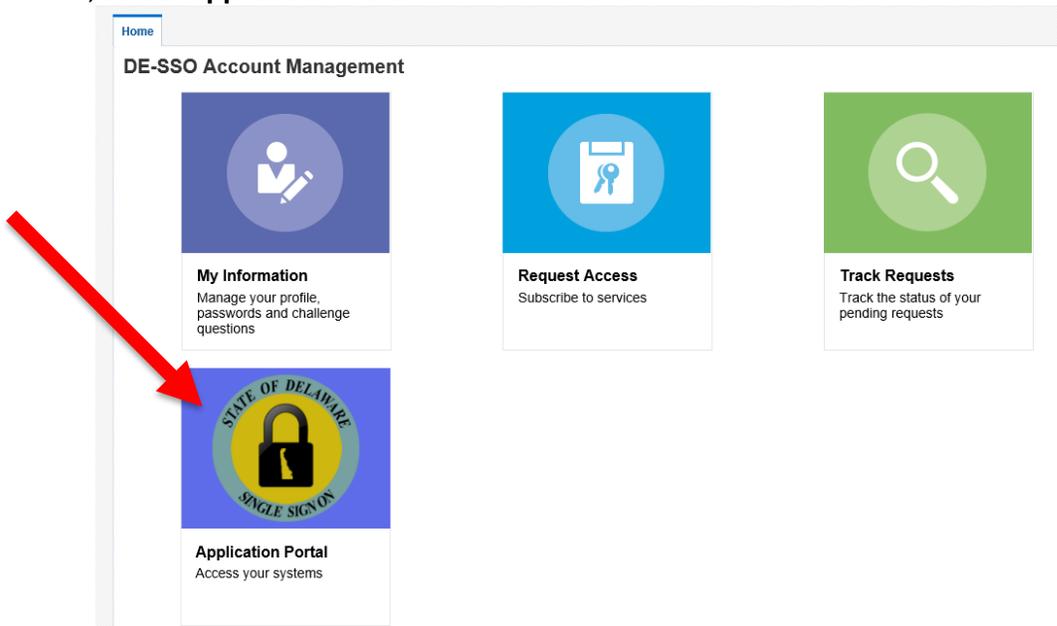
[New User Registration](#)
[Forgot User Id?](#)
[Forgot Password?](#)
[Contact Us](#)
[Help](#)

STATE OF DELAWARE

The home page opens:

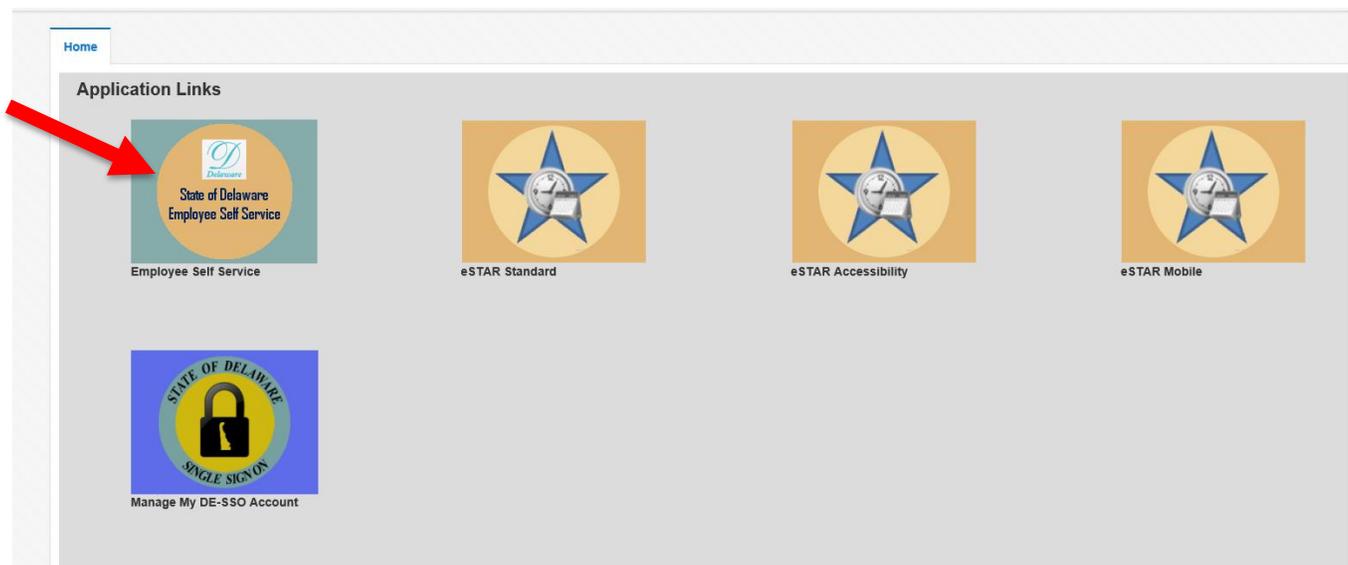
Note, if you don't see this screen go to next page 8

On this screen, select **Application Portal**



The Application Links Page opens:

Select *Employee Self Service* to open the application



The Employee Self Service Page opens:

Select:

Payroll and Compensation - to view/ print your paychecks and W2s

Benefits – to view your benefits summary and used for open enrollment

Personal Information - to enter/update personal information such as address and telephone

DE SSO – takes you back to Applications Link Page

