

Access Employee Self Service (ESS) Online via My.Delaware.Gov

INSTRUCTIONS TO ACCESS EMPLOYESS SELF SERVICE ONLINE

Completing the entire process to be able to use Employee Self Service on-line **takes 24 hours the first time** and **you must have your own Home email*** address to do this process.

*NOTE: You will need to be able to access that Home email account to read/respond to email to finish and activate your my.delaware.gov registration.

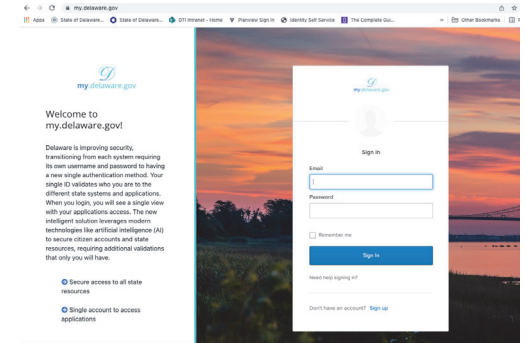
The following steps should be performed from a PC or laptop. It is not suggested to complete this process from a smart phone or tablet device.

STEP 1: In your Internet Browser (Edge, Chrome, etc.), visit

<https://my.delaware.gov/>

STEP 2: Determine which step to take next... (be sure to read each of the following to determine your next action)

STEP 1

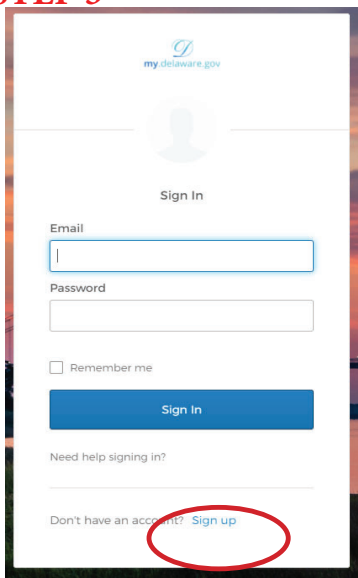


(1) **If you are a NEW EMPLOYEE and never worked for the State of Delaware** then move to Step 3.

(2) **If you worked for another School District/Charter in Delaware or a State agency**, then you should have an account already setup. Enter your home email and password, click the Sign In button and proceed to your account. If you cannot remember your log in information, click on the "Need help signing in?" below the Blue Sign In button. Once signed in, you should see a screen similar to Step 5 below

(3) **If you have ever setup a child support account or other user account on the my.delaware.gov site**, then you should have an account already setup. Enter the home email for that account and password, click the Sign In button and proceed to your account. If you cannot remember your log in information, click on the "Need help signing in?" below the Blue Sign In button. Once signed in, you should see a screen similar to Step 5 below

STEP 3



STEP 3: DO NOT type anything on the Sign In screen --

Just CLICK on the blue Sign Up link at the bottom
(see where text is circled within image at left)

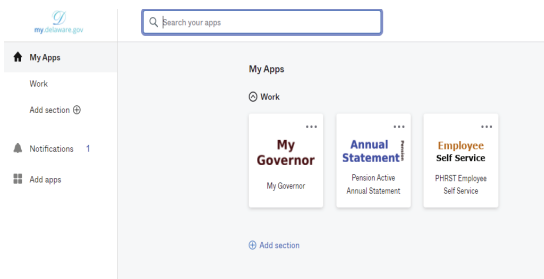
STEP 4: Complete the registration form using the same Home email as you provided when completing your new hire paperwork.

-- IMPORTANT: Must use your legal name --

STEP 5: If your name and home email match what was provided at time of hire and entered into the system then, in 24 hours you will see your Employee Self Service tile AND any other tiles assigned to you. See example below

STEP 4

STEP 5



QUESTIONS to this process,
contact the DTI Project team
Email: project_id@delaware.gov
Phone: 1-866-751-7833