

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

INSTRUCTIONS TO ACCESS EMPLOYEES SELF SERVICE ONLINE

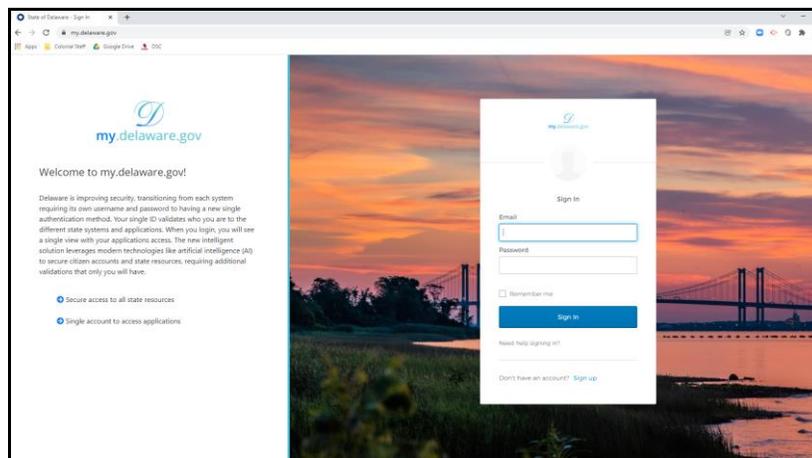
Completing the entire process to be able to use Employee Self Service on-line takes 24 hours the first time and you must have your own Home email* address to do this process.

*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.

IMPORTANT: When completing the process, you will need the following:

- ✓ **PC or laptop.** You must be at a computer or laptop, it is not advised to perform the steps from a smart phone or tablet device.
- ✓ **Home Email.** You must have already setup/created and know your home/personal email address. This email address will be your login for the my.delaware.gov website. This should be the same email provided on your new hire paperwork.
- ✓ **Access to Home Email.** You must be able to access the home email to complete the authentication process.
- ✓ **Access to Phone.** You will need to have access to a cell phone (for text SMS) verification AND/OR landline at the time of registering to complete forgot password steps.
- ✓ **INSTRUCTIONS.** It is helpful to have this document so you can follow the instructions as you go through the registration process.

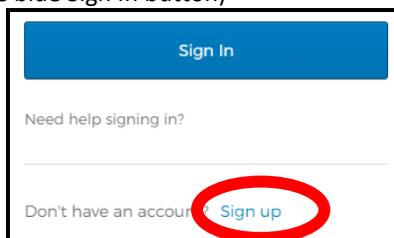
STEP 1: In your Internet Browser (Edge, Chrome, etc.), visit <https://my.delaware.gov/>



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

- (1) **If you are a NEW EMPLOYEE and never worked for the State of Delaware** then move Step 3.
- (2) **If you worked for another School District/Charter in Delaware or a State agency,** then you should have an account already. 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. If you do not remember your email, contact DTI Project team at 866-751-7833 for support
- (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. If you do not remember your email, contact DTI Project team at 866-751-7833 for support

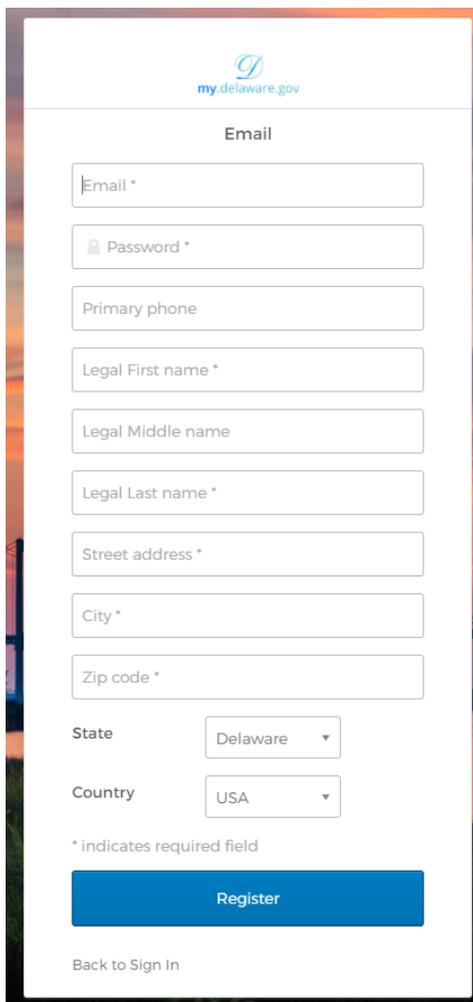
STEP 3: DO NOT type anything on the Sign In screen -- Just CLICK on the blue Sign Up link at the bottom (see where text is circled within image below – UNDER the blue Sign In button)



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

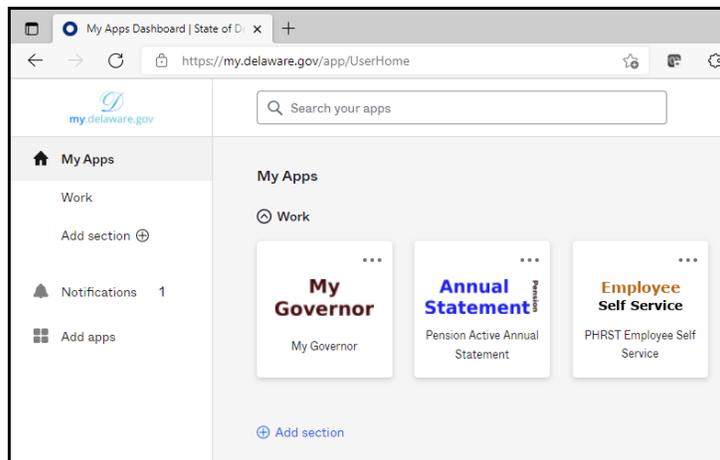
STEP 4: Complete the registration form using the same Home email as you provided when completing your new hire paperwork.

**-- IMPORTANT --
Must enter your legal name
as it is appears on your
social security card**



The screenshot shows the registration form on the my.delaware.gov website. The form is titled "Email" and includes the following fields: Email *, Password *, Primary phone, Legal First name *, Legal Middle name, Legal Last name *, Street address *, City *, and Zip code *. Below these fields are dropdown menus for State (set to Delaware) and Country (set to USA). A note indicates that an asterisk (*) denotes a required field. A blue "Register" button is located at the bottom of the form, and a "Back to Sign In" link is positioned below it.

STEP 5: Completion of these steps requires an overnight update for the my.delaware.gov site to load your Employee Self Service and other employee user applications. Following the overnight process, (please allow 24 hours for the system to update). Following that time, log in and your my.delaware.gov home page should appear similar to the below.



QUESTIONS contact the DTI Project team

Email: project_id@delaware.gov

Phone: 1-866-751-7833