

# PeopleSoft Employee Self-Service (ESS): Logging In, Changing Password, Forgot My Password

## Payroll Department

### Logging In to ESS

1. Go to <https://ess.erp.sdcoe.net>. This is the PeopleSoft Employee Self-Service (ESS) site. You can access this link from any location work or home, and use any browser.
2. Log in with your User ID and PeopleSoft password.



**User ID** = Your Employee ID without a hyphen. Example: 123456

#### TEMPORARY PASSWORD for first time Peoplesoft users only.

- **Password** = The First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN
- **Example:** Pat Smith = SMIT6789

**NOTE: If you have already been using PeopleSoft HCM or Finance applications, continue to use your existing PeopleSoft password.**

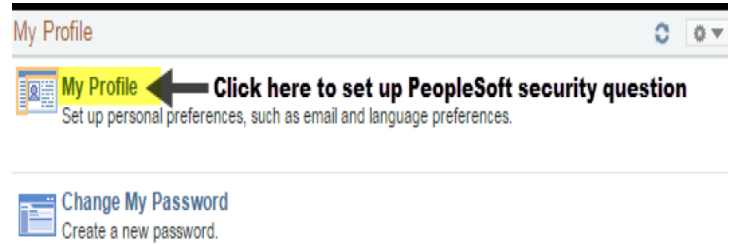
To change your password in the future, navigate to **Main Menu > Change, My Password.**

3. Setting Up “Forgot My Password”

**IMPORTANT! This feature will not work until you have set it up.**

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in case you forget your password.

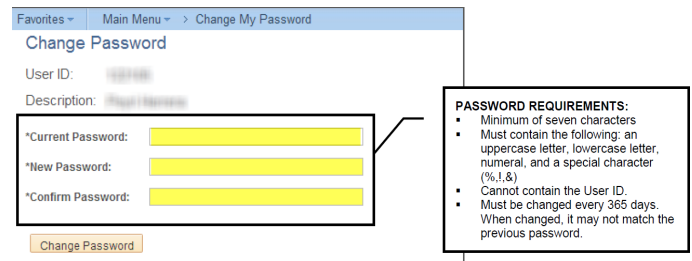
**Directions:** From the Home page, click the My Profile link. Or navigate to **Main Menu > My Profile.** This brings up the **My System Profile** page.



### Changing Your Password

**Directions:** Under **My Profile**, click **Change Password.**

Enter your current password. Then type the new password twice following the password requirements. Remember, your password is case sensitive.



### HELP! I Forgot My Password! If you have not previously set up the “forgot my password” functionality

#### Current Employee.

- Please follow the [Tech Help Center](#) instructions and submit a work order.

#### Previous Employee

- Please contact the Tech Help Center at **(619) 825-5735**. \* leave contact information, name, employee ID, and phone number.

### Signing Out

Click **Sign Out** at the top-right of the screen.