Pontiac Schools Employee Self Service (ESS)

Advantage ESS is a subsystem of Advantage HRM which is utilized by your district's Human Resource and Payroll departments to record and process your human resource and pay information.

You can use this secure website, via a unique login, to view and update information related to your job, demographics, leave, compensation, and benefits. Some information entered in ESS may require HR department approval before taking effect.
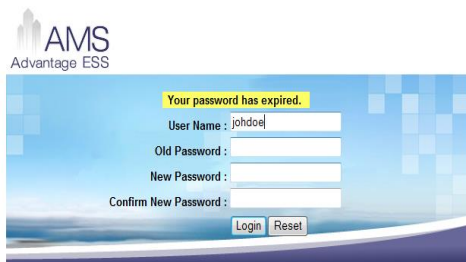
For assistance with ESS, please enter a help desk ticket at http://helpdesk.oakland.k12.mi.us or contact the Help Desk at 248.209.2060.

LOG IN

1. In your internet browser's address bar, type   **advantage.oakland.k12.mi.us**   and press Enter.
    There is no leading www or http.
    Please do not click any old browsing history.
    Please do not web search for this address (ie. Google or Bing).
    Simply type the address in the address bar and press Enter.
2. The result will be a screen that says "**Oakland Schools AMS Advantage Welcome**". You will also see school districts listed across the top.
    If you do not see this screen, you are not in the correct place.
3. Once you get to the correct screen, choose **PONTIAC.**
4. Next, choose **ESS.**
5. Enter your Username.
    Usernames are lowercase and consist of your first initial + last name (ie John Smith's username would be *jsmith*).
    If your last name is 4 characters or less, we will use more letters from your first name to ensure that your Username is a minimum of 6 characters (ie. John Doe's username would be *johdoe*).
6. Enter your Password.
    Passwords are case-sensitive.
    Your initial password will be your 6-digit birthdate + a dash + the last 4 digits of your SSN (ie. *020175-9976*).
7. If the ESS system gives a message that your password is expired, please refer to the instructions on expired passwords.

EXPIRED PASSWORD

1. Upon login to ESS, you may receive this message "**Your password has expired".**

2. In the Old Password field, type the password that you typed on the previous screen.
3. In the New Password and Confirm New Password fields, type a new password. Please note the Password Requirement below.

CHANGE PASSWORD

1. Click the **My Desktop** tab on the left side.
2. Click **Change Password** from the top.
3. In the **Old Password** field, type the password that you used to login to this session.
4. In the **New Password** and **Verify New Password** fields, type a new password that you choose. Please note the Password Requirements below when selecting a new password.
5. Click **Change User Password.**

ESS PASSWORD REQUIRMENTS

In order to improve the security of your data, we require the following password rules:

Must have at least six (6) characters

Maximum length is sixteen (16) characters

Must include at least one number (0-9)

Must include at least one symbol (@ - % $. #)

Cannot include user id or the word 'password'

May not be reused unless they are more than six passwords old

Also, please be aware that:

User Ids are all lowercase

Passwords are case sensitive
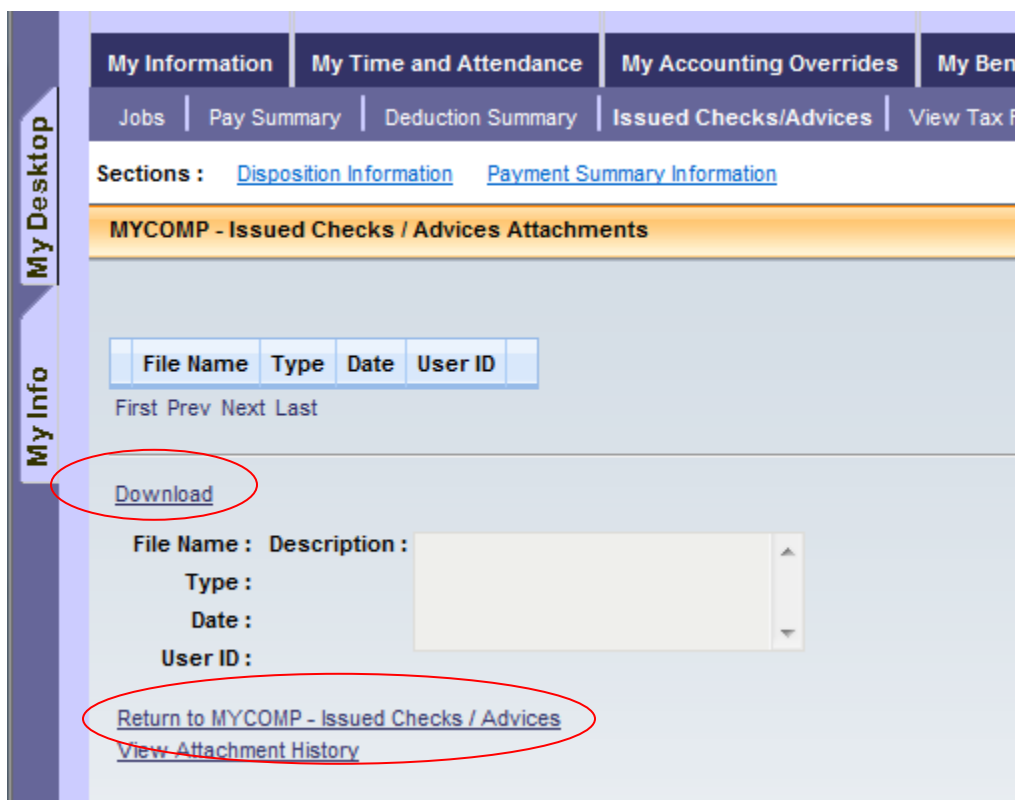
Passwords expire every sixty (60) days

Three (3) failed log in attempts lock the users account

TO VIEW YOUR PAY STUB

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Compensation** from the top.
3. Next, choose **Issued Checks/Advices** from the top.
4. The result will be a listing of checks by check date.
5. Select the check that you want to view the stub for by clicking on the line.
6. Click **Attachments**

   Attachments

7. Click **Download**
8. This will open a .pdf file of the pay stub you selected in Step 5.
9. To view another pay stub, click **Return to MYCOMP – Issued Checks/Advices** and repeat steps 4-8.

TO VIEW YOUR W2 FORM

1. Once you are logged in, choose the **My Info** tab from the left side.
2. Next, choose **My Compensation** from the top.
3. Next, choose **View Tax Forms** from the top.
4. The result will be a listing of forms on file for you.
5. Select the form that you want to view by clicking on the line.
6. Click **Attachments**

7. Click **Download**
8. This will open a .pdf file of the form you selected in Step 5.
9. To view another form, click **Return to MYCOMP – View Tax Forms**.

OaklandSchools