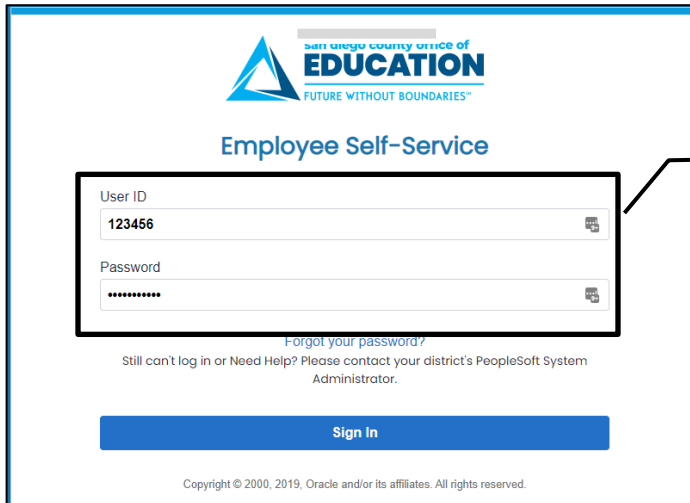


Logging Into ESS

This URL takes you to the [PeopleSoft Employee Self-Service \(ESS\)](https://ess.erp.sdcoe.net) homepage. It can be accessed from any **computer or mobile device**. <https://ess.erp.sdcoe.net>

1. Go to <https://ess.erp.sdcoe.net>. This is the URL for PeopleSoft Employee Self-Service (ESS).
2. Log in with your PeopleSoft User ID and password.
 - If **you are a new user**, you will be forced to change your temporary password the first time you log in. See next page for instructions (p.6).

NOTE: If you have already used PeopleSoft Finance or HCM, continue to use your existing password.



USER ID:

- User ID = Your employee ID without hyphens.
- *Example: 123456*

PASSWORD:

- *You will be given a TEMPORARY password by your district's IT department.*
- *You will be prompted to reset the password.*

System will lock you out after 5 attempts. Contact your district to get it unlocked.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact your district's PeopleSoft contact.

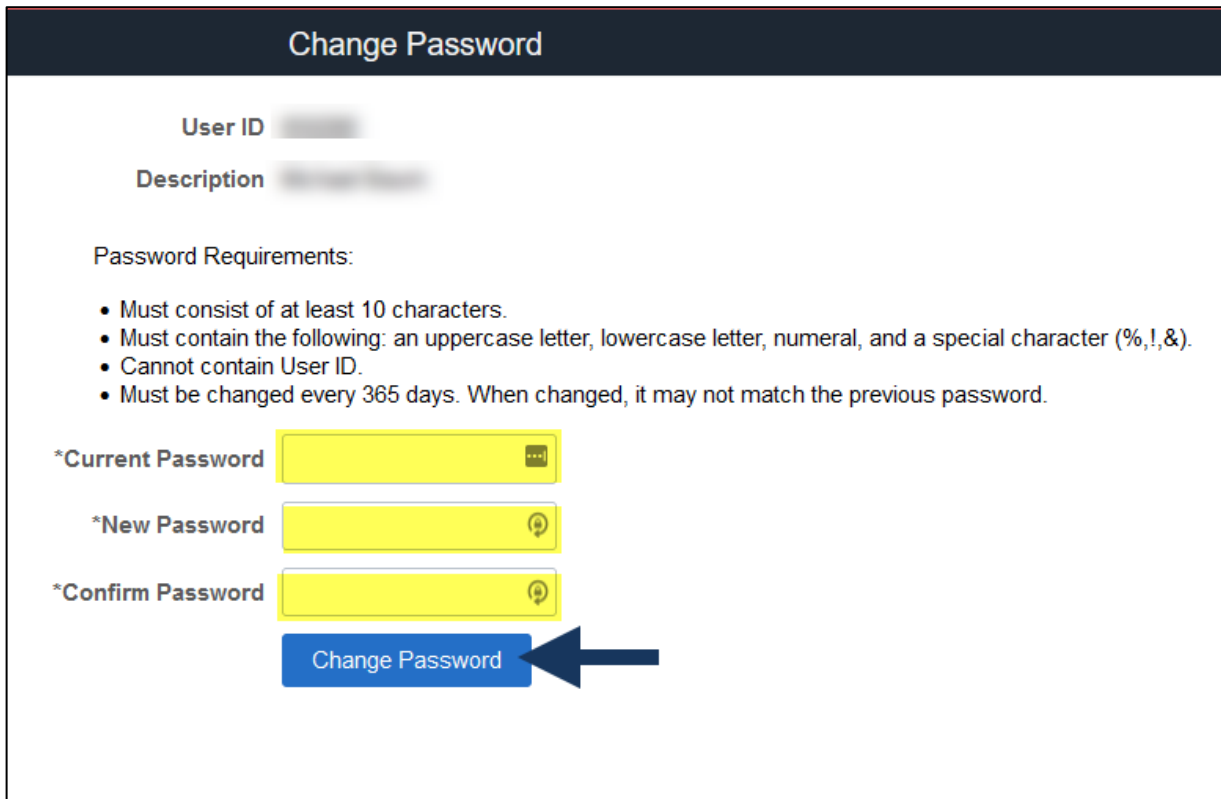
Provide your name, User ID, and a description of the problem. If necessary, the district PeopleSoft contact will work with the SDCOE PeopleSoft Support Team to resolve the issue.

Changing Your Password

First Login

On your first login, you will be prompted to change your temporary password. You will need to change your password every 365 days.

1. When prompted, enter your current password.
2. Type a new password twice following the password requirements:
 - Must consist of at least 10 characters
 - Must contain the following: an upper-case letter, a lowercase letter, numeral and a special character (%,&)
3. Click **Change Password**. Remember, your password is case sensitive.



Change Password

User ID [blurred]
Description [blurred]

Password Requirements:

- Must consist of at least 10 characters.
- Must contain the following: an uppercase letter, lowercase letter, numeral, and a special character (%,!,&).
- Cannot contain User ID.
- Must be changed every 365 days. When changed, it may not match the previous password.

*Current Password

*New Password

*Confirm Password

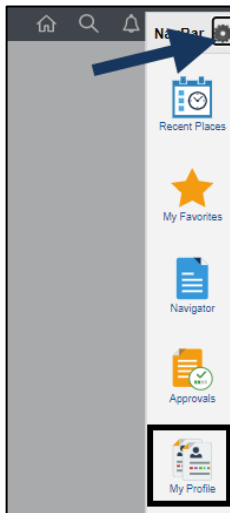
Change Password

4. Upon changing your password, please enroll in "I Forgot My Password" (p.7) so you can easily reset a forgotten or expired password on your own.

Setting Up “I Forgot My Password” – VERY IMPORTANT!

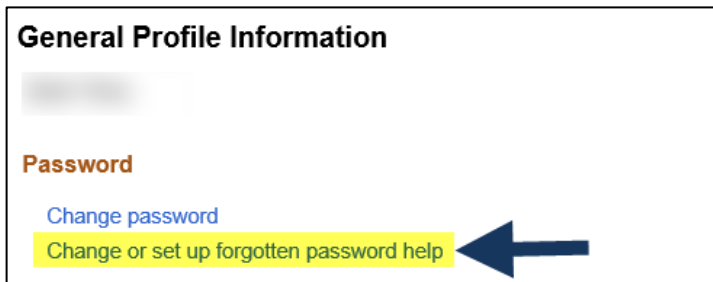
Select a **security question** and **verify your email address**. It is very important that you set this up! It will save you time in the future in the case that you forget your password or if it expires.

Directions: Go to **NavBar** and click on **My Profile** icon. The General Profile Information page opens. Be sure to complete Parts 1 & 2.



PART 1: SECURITY QUESTION:

1. Click the link that says **Change or set up forgotten password help**.



2. Select a **security question** and enter a **response**, then click **OK**. Your response is *not* case sensitive.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question ▼

Select from the list of questions.

Response

OK
Cancel

SELECT A QUESTION:

- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- Who is your favorite childhood hero?

TYPE A RESPONSE:
Enter a response you will remember later!
What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

PART 2: EMAIL ADDRESS:

1. In the Email section, **verify/enter your email address**. This will be the address that a temporary password is sent to in the case that you forget your password. This is also the address that is used for absence request email notifications sent to and from your manager.
 - a. Make changes in the email address box
 - b. Check box to the left of the email address that will be your **Primary Email Account**
 - c. Additional emails can be added for informational purposes

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	jdoe@sdcoe.net	+	-

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

Save

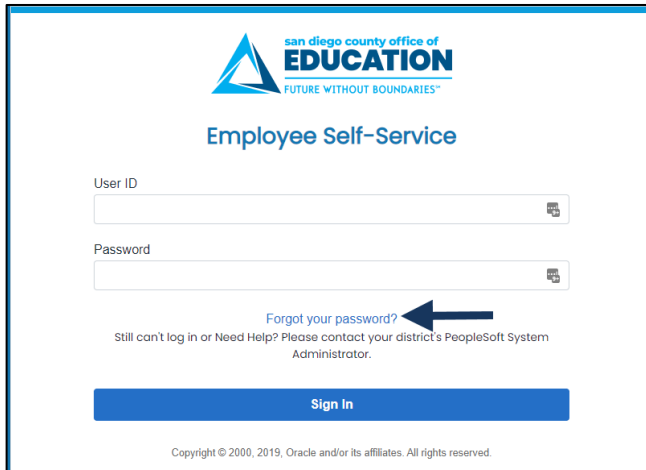
2. Click **Save** to save your changes.
3. If necessary, click **Home** to go to the Home page.

Resetting a Forgotten or Expired Password

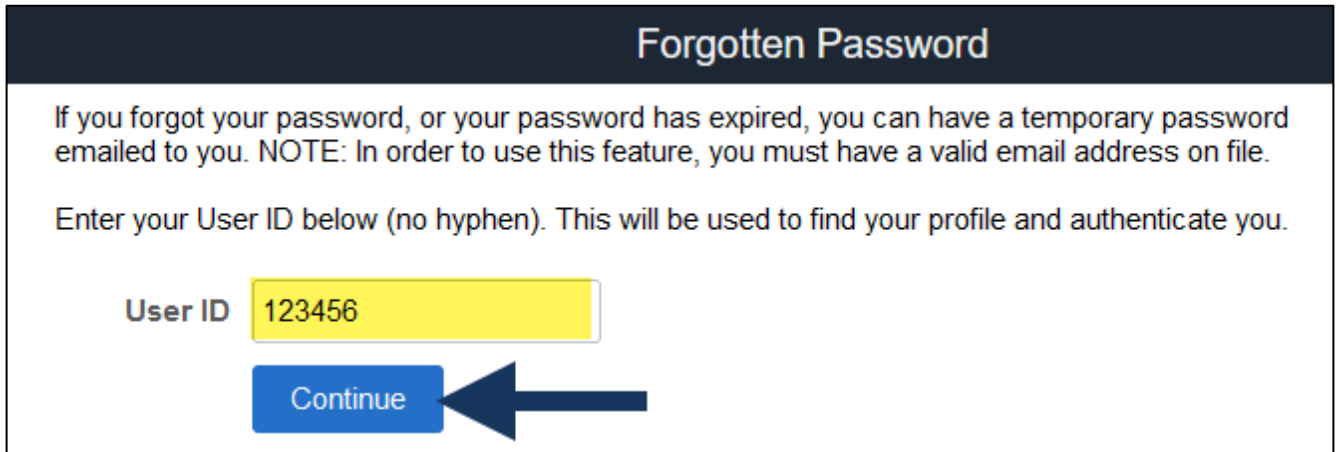
You may follow these directions to reset a forgotten or expired password if you have previously set up "I Forgot My Password" (p.7). If you did not set this up, please contact your district's PeopleSoft Security Administrator and ask them to reset your password. Be sure to enroll in "I Forgot My Password" for future use!

Directions:

1. Go to <https://ess.erp.sdcoe.net>. This is the URL for PeopleSoft Employee Self-Service (ESS).
2. Click **Forgot My Password**.



3. Enter your six-digit User ID (no hyphen). Click **Continue**.



4. Type the answer to your security question (not case sensitive). Click **Email New Password**.

Security Question

User ID 123456

Please answer the following question below for user validation.

Question What is the name of your favorite childhood pet?

Response

←

5. The screen will say, "Your password has been emailed." You can now close this window/tab.

Email Confirmation


Your new password has been emailed.

If you do not receive an email in your Primary Email Account please contact your Security Administrator or System Administrator to investigate the cause.

6. **Check your email account** associated with your PeopleSoft user. Open the message titled *Temporary PeopleSoft Password*. It will contain a temporary password.

	FROM	SUBJECT
📧	SDPP91@Cherryroad.com	Temporary PeopleSoft Password
📅	Date: Today	
	Dear PeopleSoft User, Here is your temporary password that you can use to log into PeopleSoft.	

7. Use Ctrl+C to **copy the temporary password** (like *eBDu]2pW*, for example) found in the email message.
8. Go back to the login page at <https://ess.erp.sdcoe.net>. **Enter your User ID** (six-digit employee ID) and **temporary password**. For ease, use Ctrl+V to paste your temporary password. Click **Sign In**.



Employee Self-Service

User ID

Password

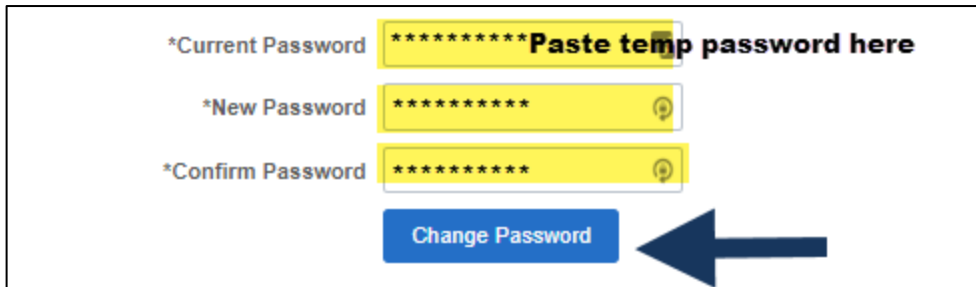
Forgot your password?
Still can't log in or Need Help? Please contact your district's PeopleSoft System Administrator.

Copyright © 2000, 2019, Oracle and/or its affiliates. All rights reserved.

9. You will see a message that says, “Your password has expired. Click here to change your password.” Click the link.



10. For **Current Password** paste in the temporary password.
11. Create a New Password that matches the password requirements and enter it twice.
- Must consist of at least 10 characters
 - Must contain the following: an upper-case letter, a lowercase letter, numeral and a special character (%,&)



12. Click **Change Password**.