



Employee Self Service (ESS)

How to Sign Yearly Contract

How to access ESS

- ESS can be found by either entering the following in your web browser or clicking on the available link:
 - <https://ess.ddtwo.org>
 - Click on the Quick Link on the DD2 Staff Portal from the DD2 Website

EMPLOYEE SELF SERVICE

At the Login Page

At the Login Page, enter the Username and Password that was set up when registering. This information is case sensitive. Click the Login button.

Employee Self Service

Login

User name

Password

[Forgot username or password](#)

Log in



Where to find the Contract

Once logged in to the ESS program, there will be a blue banner across the top. Click on the Document Management area.



The screenshot displays the top navigation bar of the ESS program. The bar is blue and contains the following menu items: Employee Self Service, Site Administration, Task List, Personal Actions, Payroll Actions, Document Management, and About ESS. A blue arrow points to the 'Document Management' link. Below the navigation bar is the Dorchester School District Two logo, which includes the text 'TRADITION', 'VISION', and 'QUALITY' around a central icon of a person reading. The district name 'Dorchester School District Two' and the slogan 'Leading the Way: Every Student, Every Day' are also visible. At the bottom of the screenshot, a red heading reads 'Welcome to Dorchester School District Two Employee Self Service'.

When the Document Management button on the blue banner is clicked on, a drop-down menu will show.

To sign the yearly contract, click on the View/Sign Electronic Forms. The contract that will be available for signature will show a 2024 date under Created On and in the Documents column, it will show “Sign Contract”. Click the blue words “Sign Contract” and follow the necessary steps. Once the contract is signed and saved, an email will be sent to Personnel for approval. After being viewed and approved by Personnel an email notification will be sent to the employee. Remember the name typed on the signature line **MUST** match the name shown. The name shown is the one entered by the employee when registering. Remember no extra spaces within or at the end of the name when typing it on the signature line.



Reasons to Email DD2 Programs Admin for Help

Email on Account No Longer Valid

Missing Employee ID Number

Account Locked Message

Not Receiving an Email

Employee Name Change

Any other question about the ESS Program

- dd2programsadmin@dorchester2.k12.sc.us