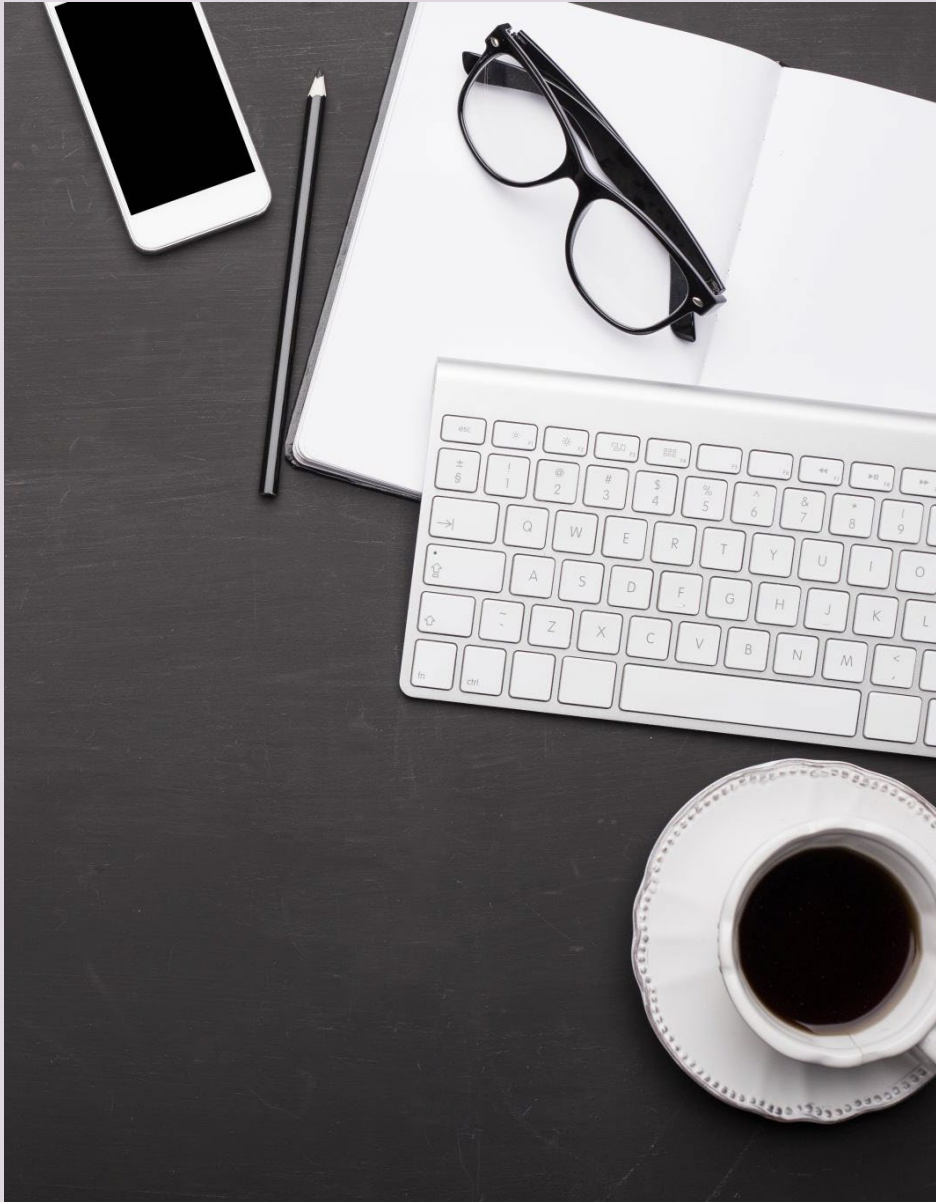




# Employee Self Service

Registration and Password Reset



# Employee Self Service (ESS)

- Program used by the District to enable employees to view personal Payroll and Benefit Information
  - Some items available to view in ESS are:
    - Leave Balances
    - Leave History
    - Paycheck Inquiry
    - Deduction Inquiry
    - W2
    - Employee Benefit Statement

- Other items available are:
  - Updating your Direct Deposit Information
  - Updating your Federal and State W-4 elections
  - Signing your Employment Contract

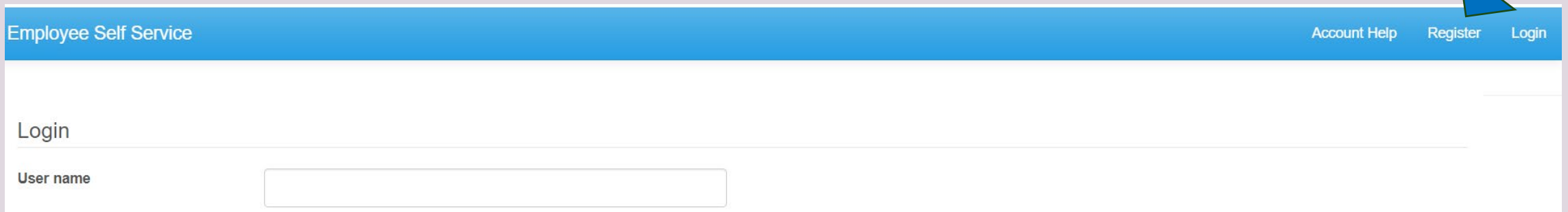


# Registering for ESS

- To Register for ESS you will need to go to the following link –

<https://ess.ddtwo.org>

This will take you to the main ESS page. In the top blue banner, you will need to click the Register button at the top right.



Employee Self Service

Account Help Register Login

Login

User name

- When you click on this Register Button the following screen will appear – follow these instructions when Registering.

**Create a New Account**  
Use the form below to create a new account.  
Passwords are required to be a minimum of 8 characters in length.

User name	<input type="text"/>	← Create your own ESS user name
Email	<input type="text"/>	← Type in your email address - this will be used for password recovery
First Name	<input type="text"/>	← Type in your <u>Legal Name</u> , <u>SSN</u> , and <u>Employee Number</u> . The name you enter here will appear on your annual contract. Save your employee number in a safe place to reference for password recovery.
Last Name	<input type="text"/>	
Social Security Number	<input type="text"/>	
Employee Number	<input type="text"/>	
Password	<input type="password"/>	← Create your own password - it must be at least 8 characters in length
Confirm password	<input type="password"/>	

For email address, this can be either a district email address or a personal email address that is accessible.

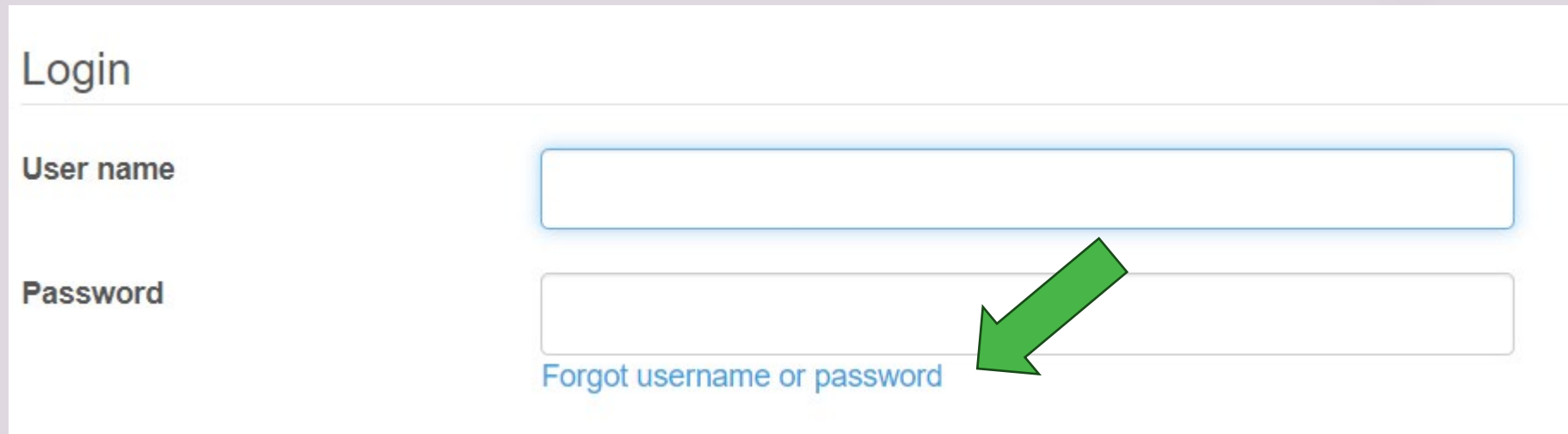
The Employee Number is a number assigned by the District. Please reach out to either the school Payroll Secretary or email [dd2programsadmin@dorchester2.k12.sc.us](mailto:dd2programsadmin@dorchester2.k12.sc.us) for assistance.



- To complete the Registration process, the next step is to retrieve the email sent and verify that the email address entered is valid.
- Once that step is complete, the program is accessible. Go back to the login page and enter the Username and Password that was set up during the registration process.
- <https://ess.ddtwo.org>

# Resetting Password

- When the password needs to be reset – if forgotten or a change is needed. Proceed to the login page: <https://ess.ddtwo.org> and click on the Forgot Username or Password link.

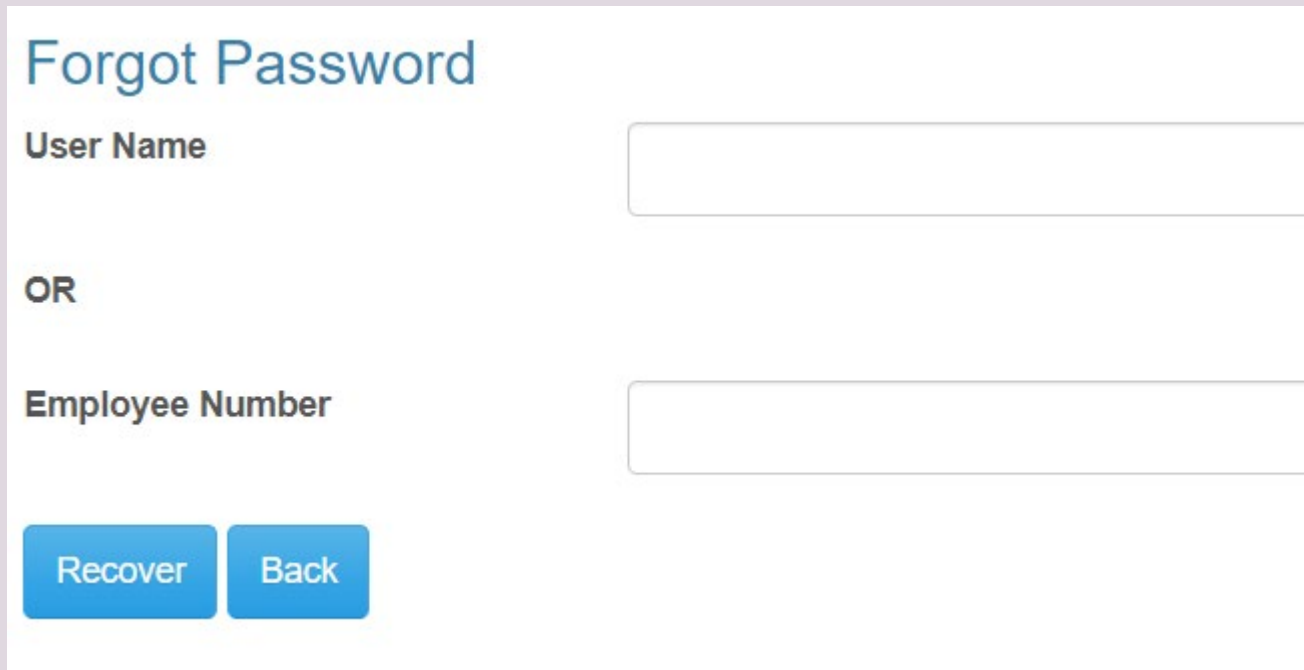


The image shows a login form with the following elements:

- Login**: A header label for the form.
- User name**: A text input field.
- Password**: A text input field.
- Forgot username or password**: A blue hyperlink located below the password field, which is pointed to by a green arrow.

# Resetting Password

- When this link is clicked on, the following screen will come up
  - From here you can reset the Password with a few items entered.



Forgot Password

User Name

OR

Employee Number

Recover Back

If the Username is known, enter that  
OR  
Enter the Employee Number

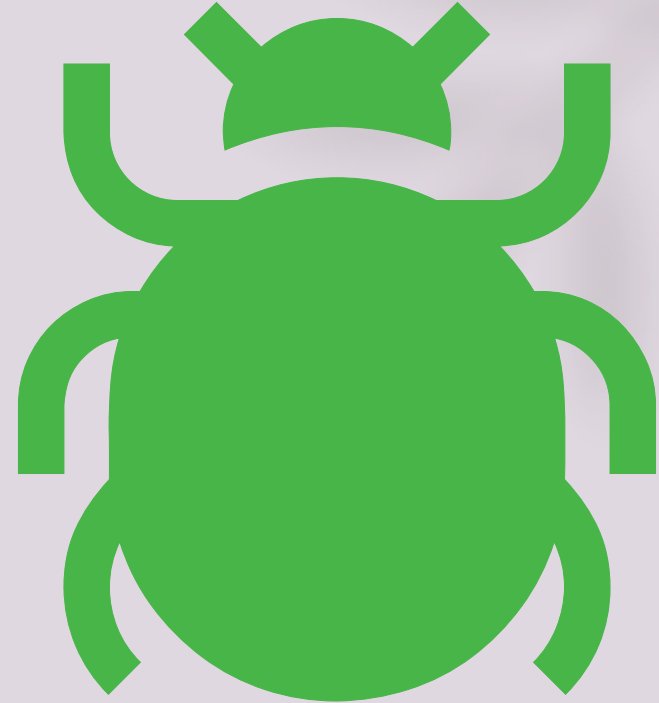
If help with the Employee Number is needed, please email  
[dd2programsadmin@dorchester2.k12.sc.us](mailto:dd2programsadmin@dorchester2.k12.sc.us)  
for assistance

Once the information is entered, click on the  
Recover Button



# Resetting Password Continued -

- After entering the information and clicking on the Recover Button, an email will be generated by the system. A Reset Password Link will be sent to the email on file. From this email, click on the link.
- When the link is clicked on, the ESS login page will open and at the top right of the page there will be a message that comes up saying – **Invalid Token**
- This **Invalid Token** message prompts the system to then send **another email** with a **temporary password**



# Resetting Password Continued -

1

When the Temporary Password is received, return to the Login Page

2

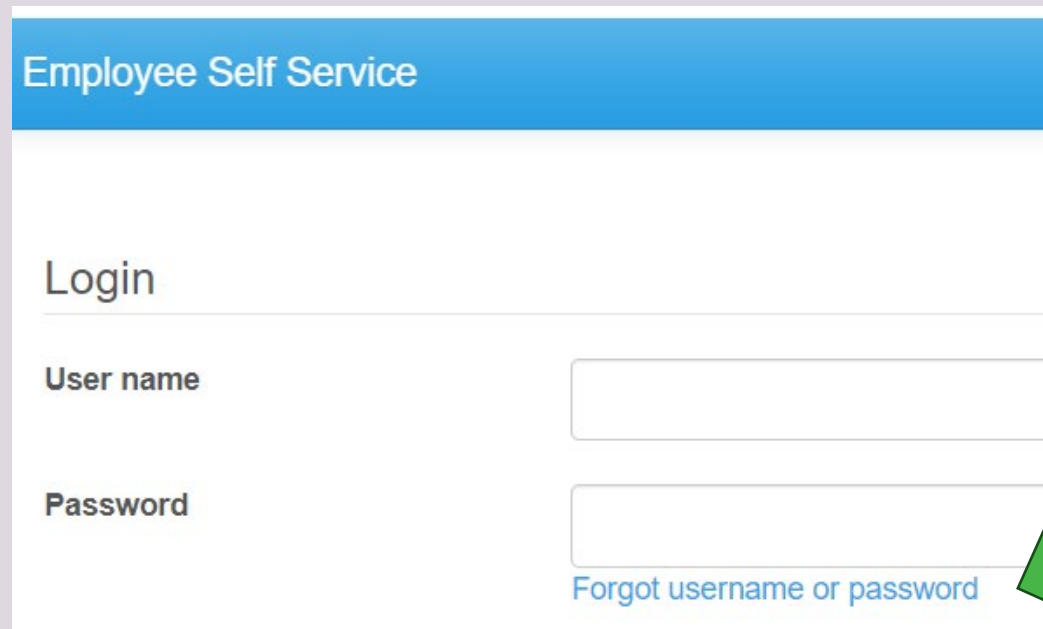
Enter the User Name and then **TYPE** the Temporary Password

3

**DO NOT Copy and Paste** – It **MUST** be typed in the Password blank

# Recovering Username

- If the Username needs to be recovered, go to the ESS Login page <https://ess.ddtwo.org>
- Click on the Forgot Username or Password link



Employee Self Service

Login

User name

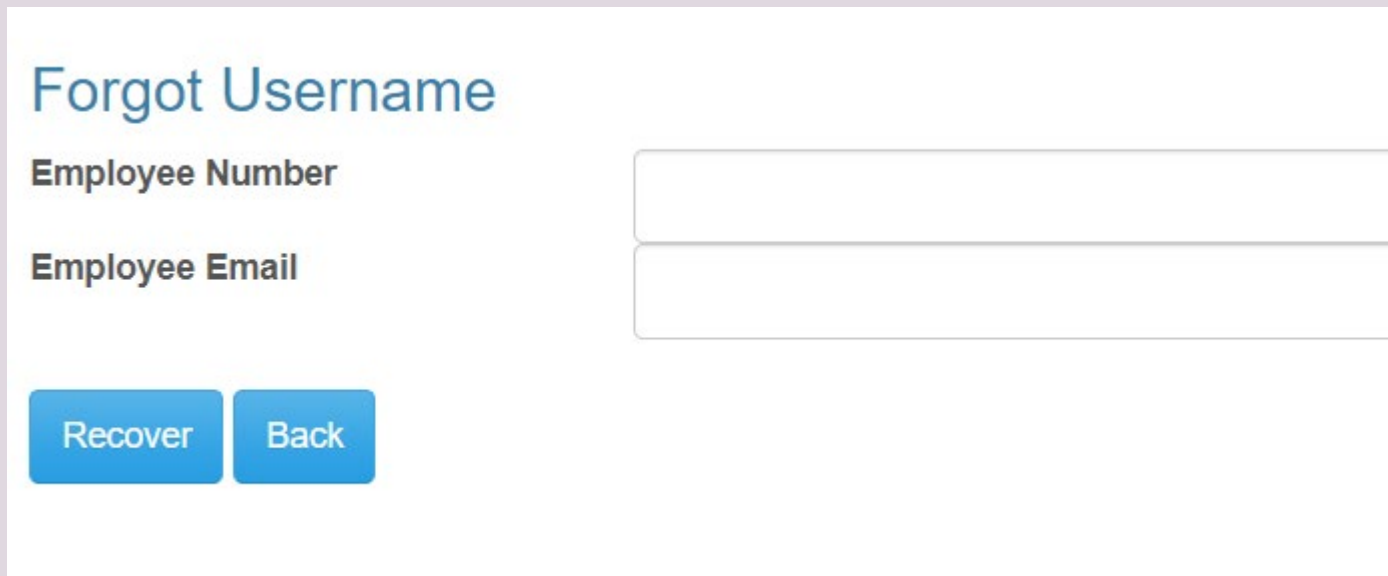
Password

[Forgot username or password](#)

A green arrow points to the "Forgot username or password" link.

# Recovering Username Continued -

- When this link is clicked, you will use the bottom portion of the screen to Recover the Username



Forgot Username

Employee Number

Employee Email

Enter the Employee Number and the Employee Email used when registering and then click the Recover Button.

Once this is clicked in the top right of the Login screen a message will come up to say an email has been sent with the Username.

If help is needed with the Employee Number or Employee Email, reach out to [dd2programsadmin@dorchester2.k12.sc.us](mailto:dd2programsadmin@dorchester2.k12.sc.us) for assistance.

# Managing Employee Account on ESS

After logging in to the ESS Program, to update any User Account information, click on the Blue Banner at the top where it says Hello and then the Username

Here is where the employee can manage the account

Items that can be updated here

Update Password

Update Employee  
Information

# Managing Employee Account Continued -

- If the Password was forgotten and recovered, here is where it can be updated to one that the employee sets
- The Current Password is that Temporary Password that was sent
- The New Password is the one chosen by the employee and then it will need to be typed again in the Confirm New Password blank

**Change password**

**Current password**

**New password**

Passwords are required to be a minimum of 8 characters in length.

**Confirm new password**

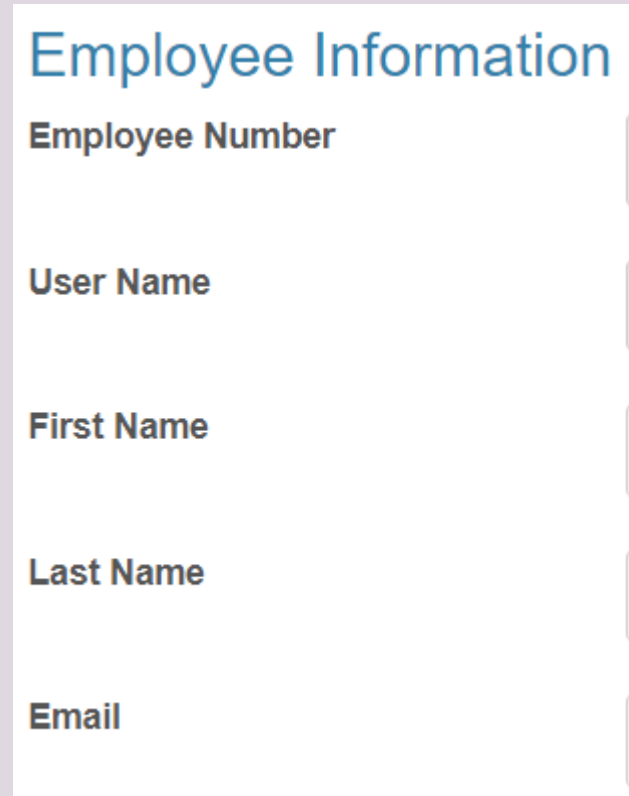
When Changing the Password, follow the rules on the 8 character length

Once the New Password has been entered and Confirmed, Click on the button at the top of the page that says Change Account.

An email will be sent to the email address on file with a four-digit verification code. A screen will pop up to enter the code.

# Managing Employee Account Continued -

- The other employee information that can be managed here is
  - First Name
  - Last Name
  - Email



**Employee Information**

**Employee Number**

**User Name**

**First Name**

**Last Name**

**Email**

The Employee Number and Username cannot be changed. These areas are greyed out.

# Managing Employee Account Continued -



Once the Employee Information has been updated, Click on the Change Account button at the top of the screen.



An email will be sent with a four-digit verification code. There will be a pop-up screen where the code needs to be entered.



If the email is what is being changed, the four-digit verification code will be sent to the original email, not the new one.



# 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](mailto:dd2programsadmin@dorchester2.k12.sc.us)