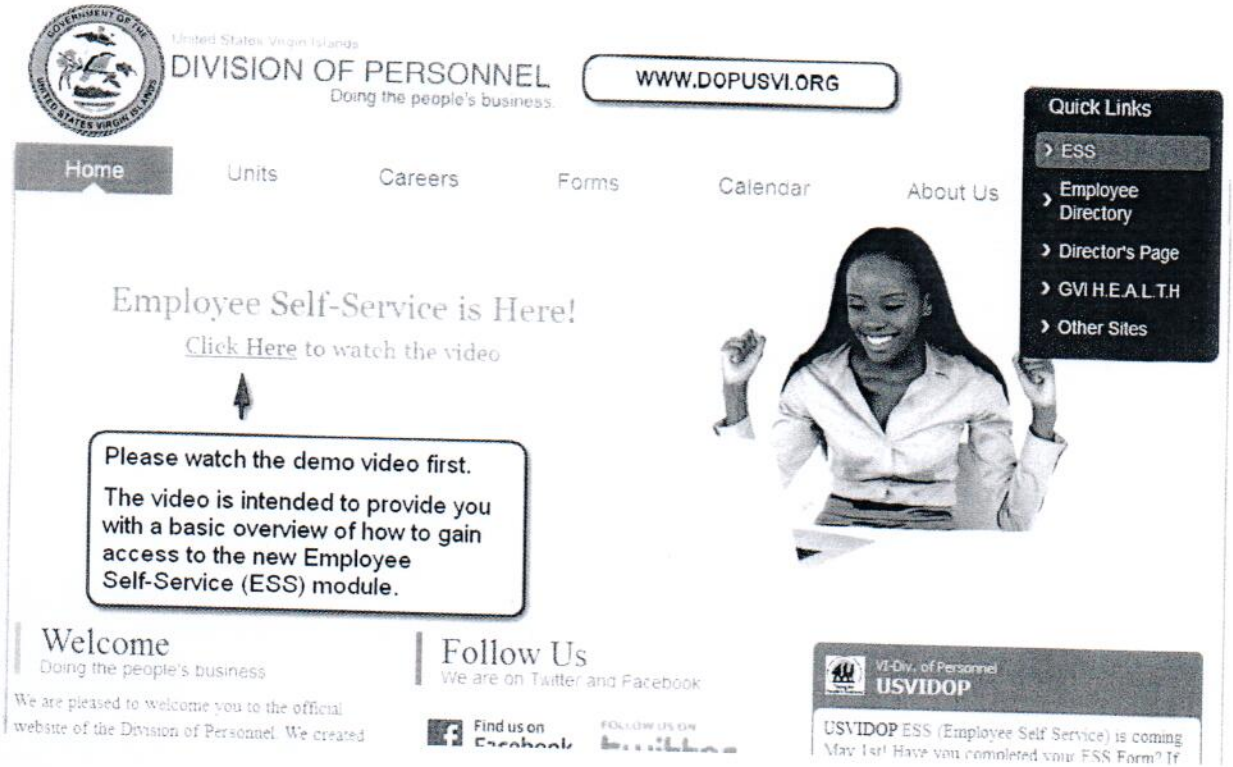
A short guide to
Accessing the Employee Self Service Module



1. Open any internet browser of your choice and go to WWW.DOPUSVI.ORG or click on the link here.

2. If this is your first time accessing the Employee Self Service Module, it is recommended that you watch the short demonstration video prior to logging into the ESS Module.

3. **You will need a user name and password**. Your username is the first letter of your First Name, your entire Last Name and your employee #. For example, Jane Doe's Employee # is 12345. The User Name would be **jdoe12345.** Your initial Password is **the last four digits of your Social Security No.**

4. You will then be prompted to change your password. **Please enter your new password twice and click the Update button!**

* Employees are **not** able to make any changes to their information within ESS. Any changes that need to be made **must** be done with the assistance of your departmental Personnel Officer.

** Additionally, due to a software glitch, the dependents within the ERP are not all displaying within the ESS. We are asking employees not to panic if their dependents are not listed.

ESS has implemented a help desk to support this project and its continued operational use. The help desk can be reached at 340-714-5049 and is staffed by dedicated Division of Personnel employees.