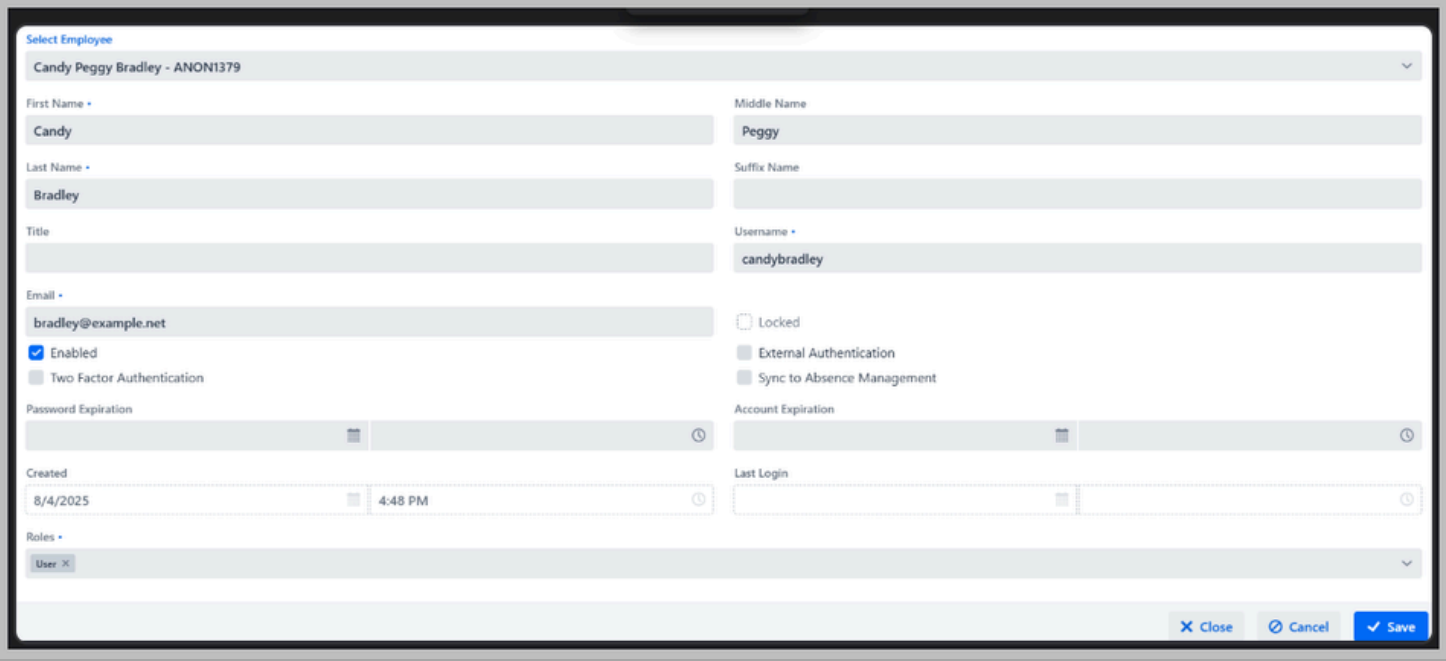
Self Service Kiosk Login Instructions

Create a User

An ESS user account may be created via the User menu, or a user may self-register via the login screen by clicking on Register User. The username entered when creating the user account is the same username used to log in to Employee Self Service.

1. From the Users menu, select 'Users'.
2. Click + Create .
   a. Enter/Select desired user information. Fields denoted with a · are required fields.
      i. If the user account is an employee of the district, select the employee by clicking the drop-down arrow under 'Select Employee' or enter a name to start filtering an employee. Once selected, it will auto-populate the full name and email address from the USPS Employee record. (Primary email address from USPS is pulled by default.)
      ii. If the user is using Active Directory, enter their Active Directory username in the 'Username' field. Also, check the '**External Authentication**' box.
      iii. If the user is using DUO or miniOrange, check the '**Two Factor Authentication' box**.
      iv. For those users who want their ESS leave balances synced with Absence Management, check the '**Sync to Absence Management**' box.
         1. NOTE: Both the 'Enable Absence Management Integration' and 'Enable Leave Balance Sync (Push) to Absence Management' must also be checked under System>Configuration>Absence Management District Configuration.
      v. The Password Expiration date and time is automatically set when the 'change password' option is used.
      vi. The 'User' role will be added by default. If additional roles need to be added to the user, click on the dropdown to select additional role(s). User Roles are defined under ESS/Kiosk Roles Crosswalk under 'More Information on Users'
3. Click on ✓ Create to create the user or ⊘ Cancel to cancel without saving changes.
4. Click × Close to close the view of the selected employee.

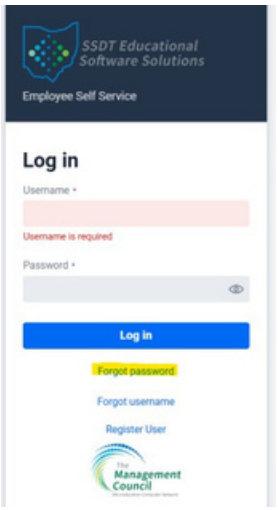
Comment



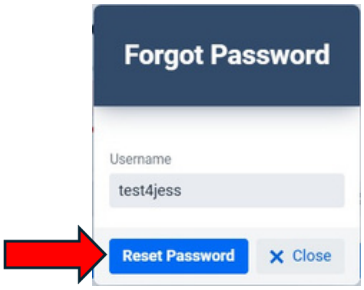
Login Troubleshooting

ESS Login screen

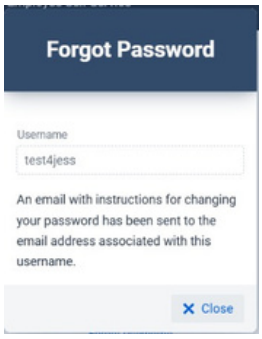
- Click on Forgot Password



- Enter your Username
- Click Reset Password blue box(Must click on Blue Reset Button)
  - If not blue try using adifferent computer
  - Also check for popupblockers



- You should receive a confirmation popup



- Close (You should then receive an email with a temporary password)