Logging onto ESS:

Access the Employee Self Service Portal (ESS) by clicking on the following link <https://ess.srvusd.net:29295>. You can also get there by going to SRVUSD home webpage; clicking on the “Staff Resources” tab on the top of the web site and then clicking on the Employee Self Service (ESS) link.



## Accessing Employee Self Service - First time user

1. At the main page, click on “register “



2.) At the Registration Screen, fill in the following fields:



1. Domain user: enter your district email username or full email account (example: euser or euser@srvusd.net) – **do not use site based email extensions i.e.** **euser@mvhigh.net**
2. Domain password: enter your network/email password
3. Enter the last 4 digits of your social security number
4. Enter your birthdate
5. Enter your Employee number: This can be found on the ESS announcement that was sent to your district email
6. Login name: prefills automatically with your email name – **do not change**

Password: automatically fills with your network password – **do not change**

1. Click on Register

## Accessing Employee Self Service - Returning user

 1.) Now that you have registered, at the main page, click on “login”



2.) At the Login screen, fill in the following fields:



1. User Type: enter “Domain”
2. User name: enter your email name
3. User password: enter your password
4. Click on “Login”

Please contact the following departments for questions:

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| --- |
| **Questions** |

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| --- | --- | --- |
| Type of Questions | Department | Contact /Staff Directory |
| Email/Password | Technology | emailmanager@srvusd.net  |
| Pay or W-2 Information | Payroll Representative – see staff directory  | <http://www.srvusd.net/payroll> |
| Personnel Information | HR Representative – see staff directory | <http://www.srvusd.net/humanresources> |