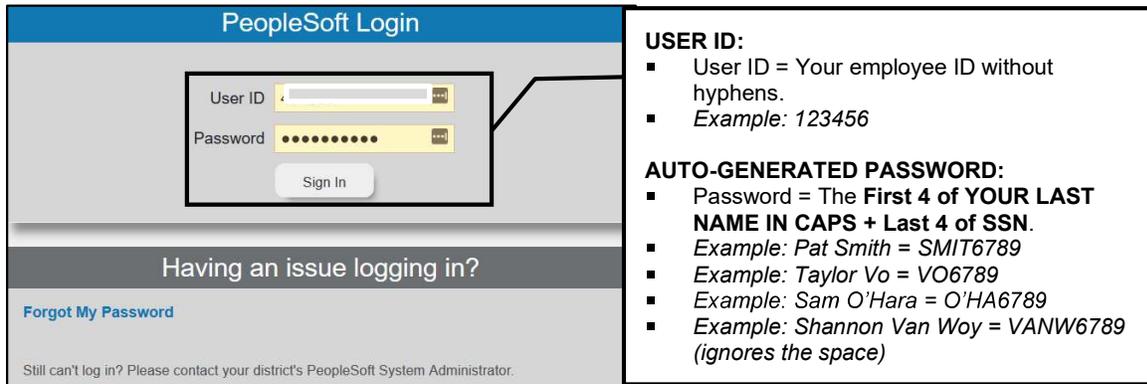


Logging In to ESS

Directions:

1. Go to <https://ess.erp.sdcoe.net>. This is the URL for PeopleSoft Employee Self-Service (ESS).
2. Log in with your PeopleSoft User ID and password. If you are a new user, you will be forced to change your auto-generated password the first time you log in (see p.17).



The screenshot shows the PeopleSoft Login page. The title is "PeopleSoft Login". There are two input fields: "User ID" and "Password", both with "Show/Hide" icons. Below the fields is a "Sign In" button. Below the login area, there is a link for "Forgot My Password" and a note: "Still can't log in? Please contact your district's PeopleSoft System Administrator." A callout box on the right provides the following information:

USER ID:

- User ID = Your employee ID without hyphens.
- Example: 123456

AUTO-GENERATED PASSWORD:

- Password = The **First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN.**
- Example: Pat Smith = SMIT6789
- Example: Taylor Vo = VO6789
- Example: Sam O'Hara = O'HA6789
- Example: Shannon Van Woy = VANW6789 (ignores the space)

NOTE: If you have already used PeopleSoft Finance or HCM, continue to use your existing password.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact your district's PeopleSoft contact.

Provide your name, User ID, and a description of the problem. If necessary, the district PeopleSoft contact will work with the SDCOE PeopleSoft Support Team to resolve the issue.