

Employee Self Service

How to Create an ESS Account

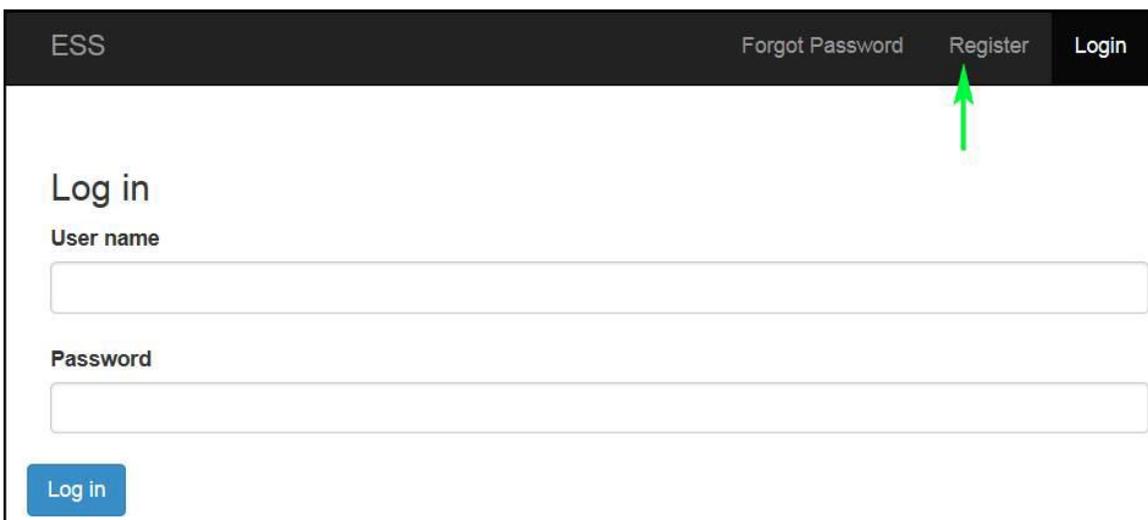
- You will need to know your Employee Number (Check with the payroll person at your site for your employee number or look at your last check stub) and your SSN in order to register. Enter your SSN with no dashes.
- Go to the MPS Website; www.mps.k12.al.us, next go to **For Staff**, then select **Payroll Information**
- Click **Register** in the upper right hand corner to create your account (see green arrow in the picture below). Write down your user ID and password and keep it in a safe place. **No special characters are accepted in the user ID set up.**
- A blue message box appears at the top right of the screen after you click **Register**.

NEW: Employees will now be prompted to respond to the following statement: **Employee Requests Electronic Forms**, meaning all future payroll documents will be electronically accessible, with no paper documents being issued to the employee.

- Momentarily, you will receive an email at the email address you entered. Click the **confirmation** link to finalize your account.

You MUST follow the confirmation link to complete registration of your account.

- This is a self-registration system, neither Payroll nor Technology Support can view or edit your account. If you forget your password, there is a **Forgot Username or Password** link on the login page. This requires that you set up an account in the ESS system with a valid email address.
- You can edit your email address at any time and you are not required to use a MPS email address, if you plan to exit from Montgomery Public Schools please make sure to update the email address to a personal email account before you leave to retain access to your payroll information.



The screenshot shows the ESS portal interface. At the top, there is a dark navigation bar with the text 'ESS' on the left and three links: 'Forgot Password', 'Register', and 'Login'. A green arrow points to the 'Register' link. Below the navigation bar is a 'Log in' section. It contains two input fields: one for 'User name' and one for 'Password'. At the bottom left of this section is a blue button labeled 'Log in'.

- To view your payroll information, go to: **Documents, View Employee Documents** and use the drop down box for checks and click search or go to **Personal, select View Paycheck and click search**. You may also view your sick/personal leave balances, update your demographics information, direct deposit information and make changes to your tax forms in the ESS Portal electronically.