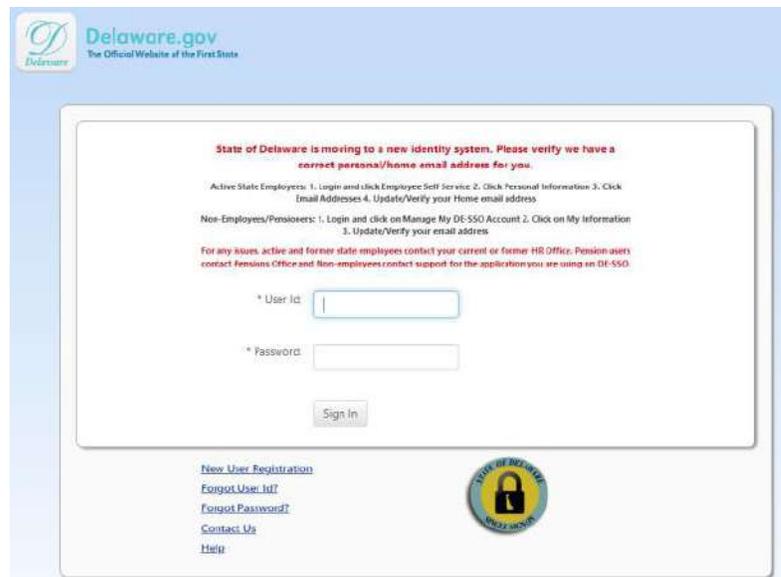


Instructions to Access Employee Self Service (ESS) Online via My.Delaware.Gov

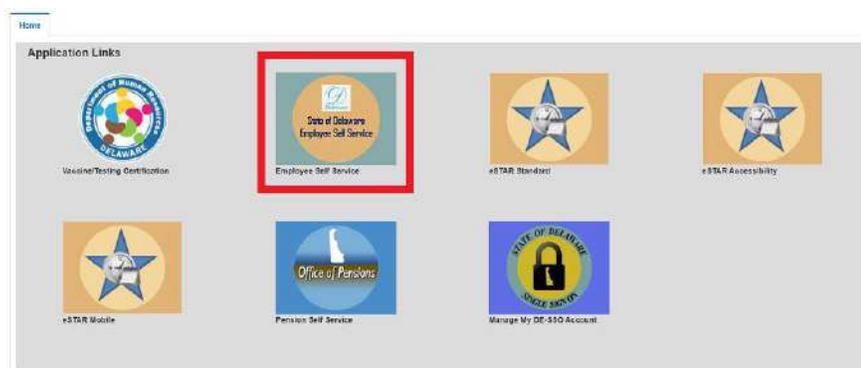
Complete this **2-STEP** process in under 20 minutes to enable your online access to Employee Self Service. You must have your own Home email address to do this 2-step process. It may be 48 hours before you see Employee Self Service when you log back into my.delaware.gov.

STEP 1

1. Using a computer (work computer is fine), log into your State Employee Self Service by visiting <https://sso.delaware.gov>. Your DE-SSO User ID is your six-digit EMPL ID number. If needed, use the links below the sign-in to get your User ID and/or reset your password.



2. Click on State of Delaware Employee Self Service tile



3. Click on Personal Information



4. Choose Email Addresses (3rd item from the top on the left-hand list).

Email Type	Email Address	Preferred	Delete
Business	[REDACTED]@smymra.k12.de.us	<input checked="" type="checkbox"/>	
Home	<input type="text"/>	<input type="checkbox"/>	
Okta Email/Login	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text"/>	<input type="checkbox"/>	

5. If you **do not** have Home email, Click the Add Email Address button. If you have Home email already, skip to 7.

6. Select Home as the Email Type and enter your personal/home email in the box provided, click the “Save” button.

***NOTE:** This email address must be yours alone--not shared with another SOD employee. If you don't have a personal email account yet, you can create a free email account to use for this process (using a state-owned computer is fine). It can be Google Gmail, personal Outlook, Apple iCloud or any free email service. **Also, if you ALREADY registered for my.delaware** to access something else, please add your SAME email you registered for in my.delaware email as your Home email to assure getting your ESS access.

7. VERIFY that you now see “Okta EmailLogin”, and it MATCHES your Home Email. If you **did not have to add Home email, AND DO NOT SEE an “Okta EmailLogin” field**, uncheck your “Preferred” email by checking any other email as “Preferred” -- temporarily, SAVE. Then change “Preferred” back to the address you want the State to use, SAVE again.
Okta Email should never be checked “preferred.”

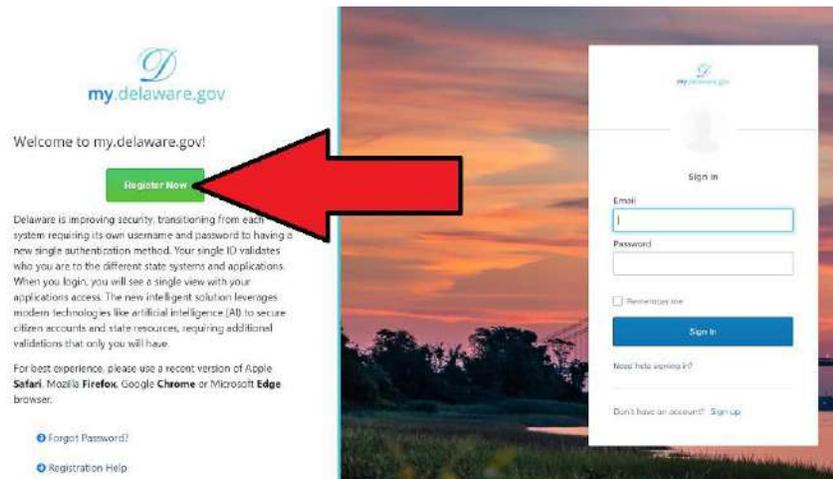
Email Type	Email Address	Preferred	Delete
Business	[REDACTED]@smymra.k12.de.us	<input checked="" type="checkbox"/>	
Home	<input type="text"/>	<input type="checkbox"/>	
Okta Email/Login	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text"/>	<input type="checkbox"/>	

8. Log Out of Employee Self Service.

STEP 2

1. Using an Internet Browser (Edge, Chrome, etc.), visit <https://my.delaware.gov/>.

Do not type anything in the two blanks — Click on the green “Register Now” button.



2. Complete the registration form **using the same Home email as you put in your Employee Personal Information (above)**, and click the blue Register button.
3. You will need to be able **to access that Home email account to read/respond to email** on the same computer to finish and activate your my.delaware.gov registration.

If your name and home email match what is in Employee Self Service, **in 48 hours you will see your Employee Self Service tile** AND any other tiles assigned to you.

