## 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.

## <u>STEP 1</u>

1. Using a computer (work computer is fine), log into your State Employee Self Service by visiting <u>https://sso.delaware.gov</u>. 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.

1	
	State of Delaware is moving to a new identity system. Please verify we have a
	correct personal/home email address for you.
	Active State Employees: 1. Login and Llick Employee Self Service 2. Okk Personal Information 3. Cick Emplit Addresses 4. Linet de Alarité voier Mone annual address
	Nos-Employees/Pynsioners: 1. Login and click on Manuae My DE-SSO Account 2. Olick on My Information
	3. Update/Verify your enail address
	For any issues active and former starte implayees contact support for the application you are using in DE-550.
	* User Id
	* Password
	Sign In
	New User Registration
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2. Click on State of Delaware Employee Self Service tile



3. Click on Personal Information

Personal Information



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

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	Save					

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 j	provided,
	click the "Save" button.	

Add Email Address

\*<u>NOTE</u>: 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.

on

Okta Email should never be checked "preferred."

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	Save				

8. Log Out of Employee Self Service.

## **STEP 2**

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

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.

