

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

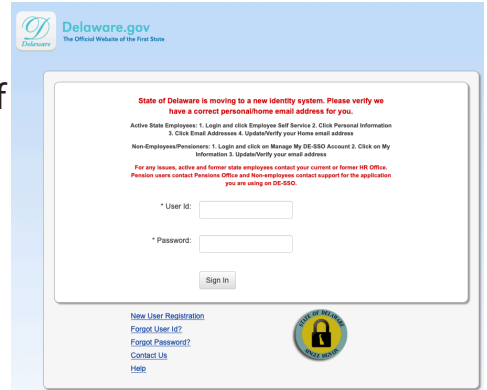
INSTRUCTIONS TO ACCESS EMPLOYESS SELF SERVICE ONLINE

Completing the entire process to be able to use Employee Self Service online **takes 24 hours the first time and you must have your own Home email*** address to do this process.

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

Your login is your six-digit EMPL ID number.

If needed, use the links below the sign-in to get your ID and/or reset your password.



2. Click on purple Application Portal.

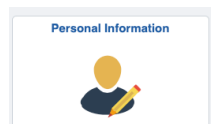


Application Portal
Access your systems

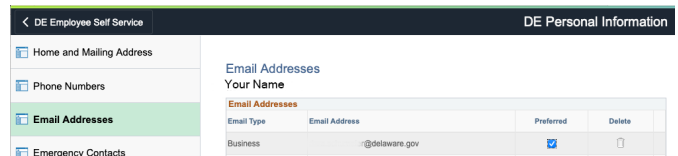
3. Click on aqua and gold SOD Employee Self Service



4. Click on Personal Information



5. Choose Email Addresses (3rd item on the lefthand list).



6. Click the Add Email Address button



7. Select HOME for the Email Type and type in your personal/home email in the box provided.

***NOTE:** This email address has to 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 the SAME my.delaware email as your Home email to assure getting your ESS access.

8. Make sure you have selected either your Business email (if you have one) or Home email as "Preferred".

9. Click the Save button.

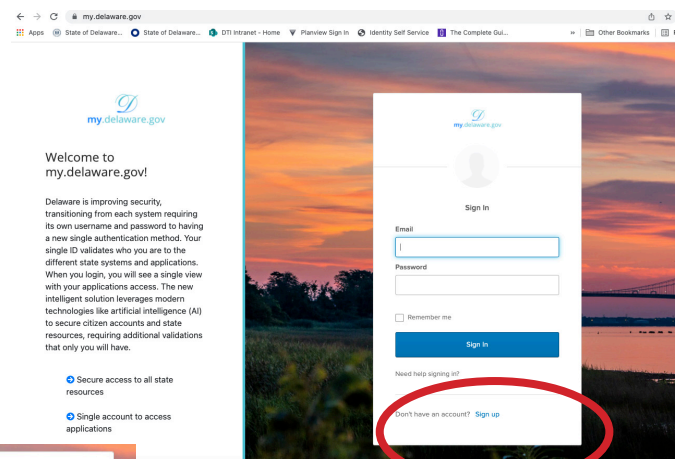


10. Log Out of Employee Self Service.

11. In the Internet Browser (Edge, Chrome, etc.), visit <https://my.delaware.gov/>

12. DON'T Type anything here--

Just **Click on the blue Sign Up link at the bottom.**



13. Complete the registration form **using the same Home email** as you put in your Employee Personal Information (above), and click the Register button.

NOTE: You will need to be able to **access that Home email account** to read/respond to email to finish and activate your my.delaware.gov registration.

14. If your name and home email match what is in Employee Self Service, **in 24 hours you will see your Employee Self Service tile** AND any other tiles assigned to you.

