



Navigating to the MSS Portal and Logging On/Off

This document will give instructions on navigating to the Manager Self Service Portal and logging on/off of MSS.

Navigation: Seattle Public Schools web site > Staff Portal > sign in > Employee Self Service

To Navigate to the Manager Self Service Portal

1. Launch Internet Explorer from your desktop Icon.

Navigate to the Inside Site

2. Enter the following URL: <http://www.seattleschools.org>
3. Click Staff Portal.

The screenshot shows a portion of the Seattle Public Schools website. On the left, under the 'News and Events' header, there are three news items, each with a 'Read More' button and a date. The first item is 'CPR and First Aid class available for district staff' dated 07/30/2015. The second is 'Changes to Staff Portal Effective July 30' dated 07/22/2015. The third is 'Superintendent Seeking Equity and Race Advisory Committee Members' dated 07/06/2015. On the right, under the 'Connect' header, there are social media icons for Facebook, Twitter, and Instagram. Below that is the 'Links and Resources' section, which lists various services: Benefits, Business and Finance Forms, B2B, purchasing system, Curriculum & Instruction, EAP, employee assistance program, EduPortal TransACT, translations for standard school documents, Elementary Progress Reports, Email, Outlook web access, Employee Discounts, service and product offers for Seattle Public Schools staff, Employee Self-Service, payroll, personal personnel (circled in black), Everything List, school key contacts, and Field Trip, forms and procedures.

4. Click on SAP Employee Self Service

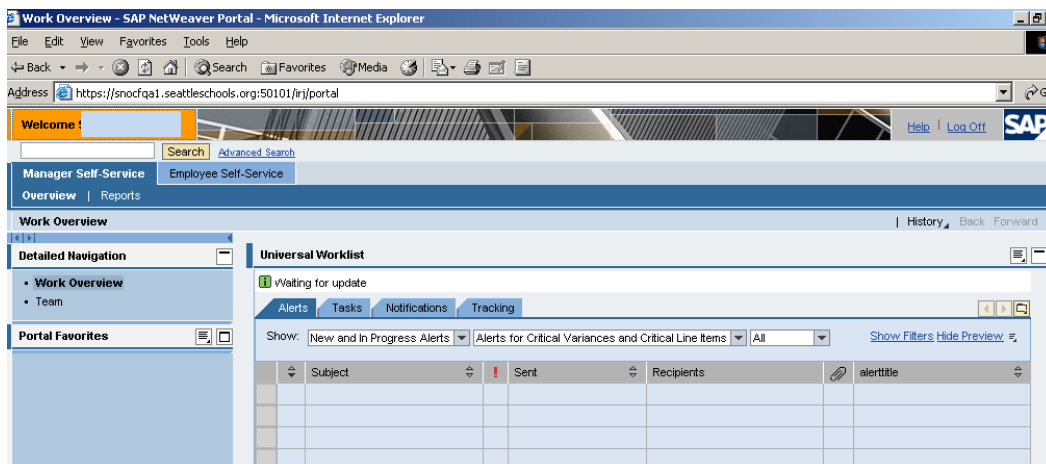
To log into SAP Self Service Portal



Enter your username and password:

5. Enter your username in the **User ID** field and press the [TAB] key.
6. Enter your password and select [Login].

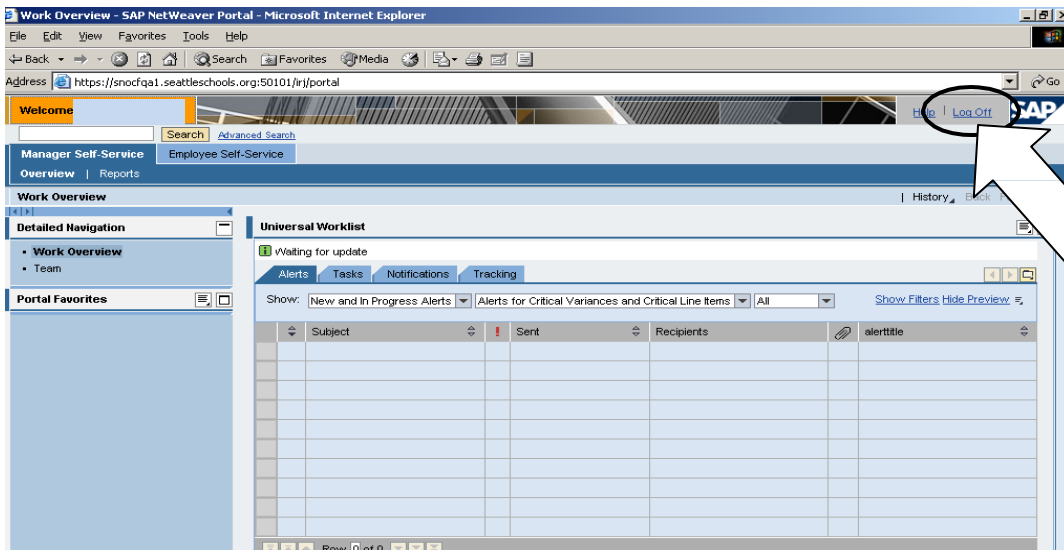
You will now be on the MSS Home Page:



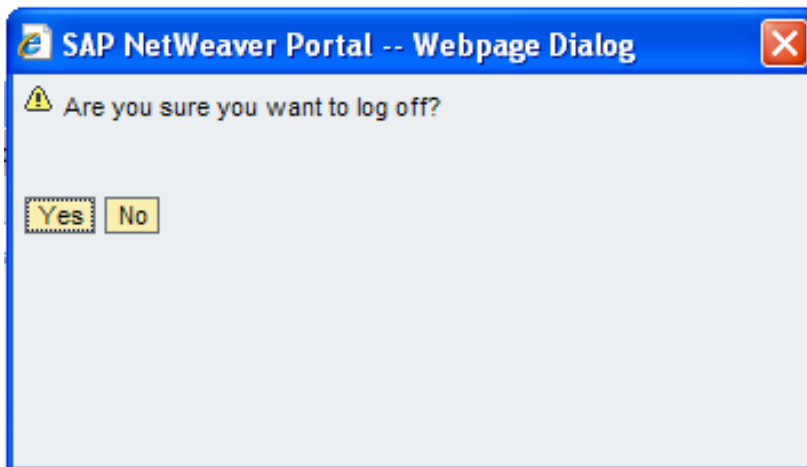
To Log off the Portal

Note: If you close MSS by clicking on the red and white X in the upper right corner of the Internet Explorer page you will not be immediately disconnected from MSS. This may cause problems and/or error messages when you attempt to log on the next time. Please follow the procedure outlined below.

1. Click the log off link



2. Select "YES".



If you accidentally log off using the red and white X you will need to log back on and then off again using the procedure above in order to completely disconnect from the system. Doing this will help prevent problems logging on the next time.