

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.

News and Events	Connect	
CPR and First Aid class available for district staff		
A \$14 CPR/AED and First Aid course will be offered at Ballard High School for up to 100 employees from 8 a.m. to 1 p.m. Sept. 2. Read More 07/30/2015	Links and Resources	
	Business and Finance Forms	
Changes to Staff Portal Effective July 30 As a part of the migration to the new website design, access to inside.seattleshools.org will end on July 30 at 1 PM. Read More 07/22/2015	B2B, purchasing system Curriculum & Instruction	
	EAP, employee assistance program EduPortal TransACT, translations for standard school documents	
	Elementary Progress Reports	
Superintendent Seeking Equity and Race Advisory Committee Members	Employee Discounts, service and product	
The Superintendent is seeking new members for the Equity and Race Advisory Committee (ERAC) for the 2015-16 school year.	Employee Self-Service, payroll, personal personnel	
Read More 07/06/2015	Everything List, school key contacts	
	Field Trip, forms and procedures	

4. Click on SAP Employee Self Service

To log into SAP Self Service Portal

*	Every Student Achieving, Everyone Accountable
	User ID * Password * Log on Problems? <u>Get Support</u>
SEATTLE PUBLIC SCHOOLS	Copyright @ 2008 SAP AG. All Rights Reserved.

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:

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To Log off the Portal

<u>Note</u>: 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

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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.