

Navigating to Employee Self-Service (ESS) and Logging On/Off

This document shows you how to get to ESS and how to log on and off.

Here is a direct link to log in to ESS: <https://ess.seattleschools.org/irj/portal>. If you would like to learn how to navigate to ESS from MySPS (staff website), please follow the steps below.

Navigating to Employee Self-Service

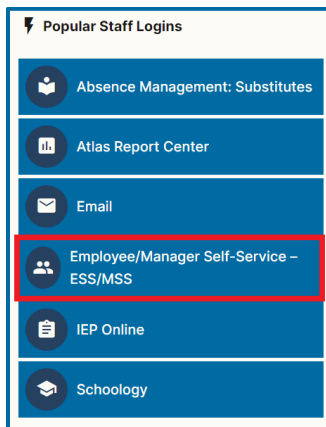
1. Launch **Google Chrome** from your desktop.



2. The MySPS website should automatically open as your default home page. If you have a different default home page, enter the MySPS URL: <https://mysps.seattleschools.org/>
3. From the MySPS home page, you have two options:

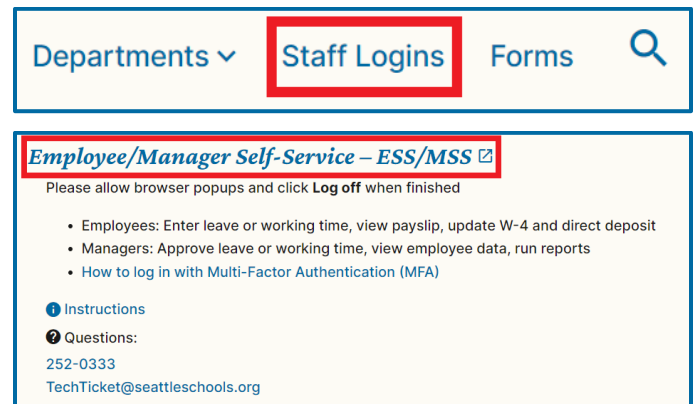
Option 1 (quickest)

Under Popular Staff Logins, click **Employee/Manager Self-Service – ESS/MSS**.



Option 2

Click **Staff Logins** in the main navigation and then select **Employee/Manager Self-Service – ESS/MSS** from the list.

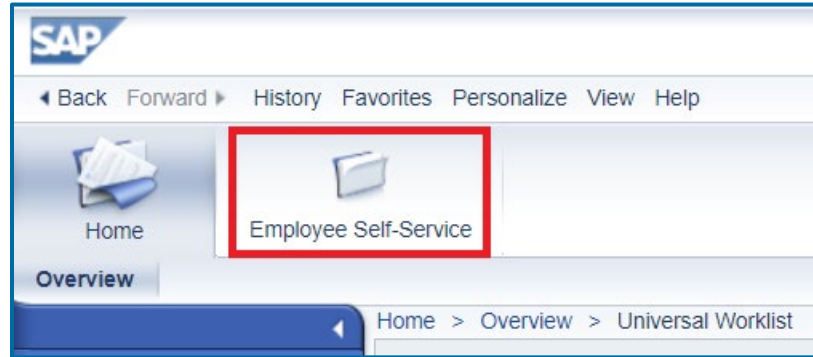


Logging In to Employee Self-Service (ESS)

1. If your ESS user ID and network ID are the same, you will be logged in to ESS automatically via single sign-on and will not be required to enter a user id and password.
2. If you see the screen below after clicking the ESS link, that means that your ESS user ID and network ID are different. You will need to enter your ESS user ID and password. If you do not know your ESS user ID and password, please contact the TechLine at 252-0333 or TechTicket@seattleschools.org.

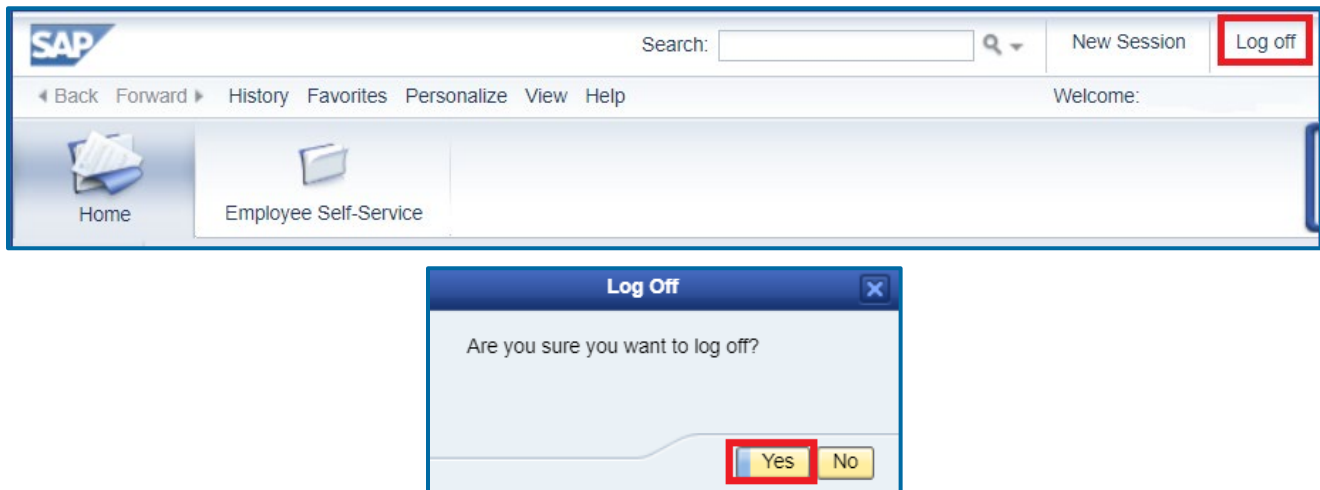


3. You are now logged in to Employee Self-Service (ESS). By default, you will be on the Home tab.
4. To access the ESS home page, select the **Employee Self-Service** tab.



Logging Out of Employee Self-Service (ESS)

1. It is very important to always click the **Log off** link. A new window will open asking if you are sure you want to log off. Click **Yes**.



Note: If you navigate away from ESS or close the browser without logging off, your ESS session will remain open and may cause problems when you try to log on later.