



Employee Self-Service New User Login Instructions

If you have any questions while logging in please contact your Human Resources or Payroll Office

The State of Delaware provides the ability to reset passwords to the Employee Self-Service login page using Single Sign-On (SSO). SSO eliminates the need to contact the Employee Self-Service Call Center or complete an online request. If you are a new employee or haven't logged in since June 10, 2013, you are required to change the "Initial Default Password" and set up Challenge Questions used for the "Forgot Password" functionality.

The following pages are detailed instructions for resetting your "Initial Default Password," registering challenge questions used for "Forgot Password" functionality and registering a State of Delaware work email address.

Employee Self-Service website: employeeselfservice.omb.delaware.gov

The screenshot shows the 'Employee Self Service Assistance' page. Under the 'New User Registration' section, the link 'To create new User account (you have not accessed Employee Self-Service since June 2013)' is highlighted with a red arrow. A callout box points to this link with the text 'Click the New User Registration link'.

The State of Delaware Single Sign-On (DE-SSO) New User sign-in page opens

The screenshot shows the 'Sign In With Your Account' page. It has two input fields: '* User Id:' with the placeholder 'Enter User Id' and '* Password:' with the placeholder 'Enter Default Password'. A red arrow points from the 'Click Sign In' callout box to the 'Sign In' button. To the right is a legend:

- User Id is your six-digit Employee ID number. This has been assigned by your Human Resources Office
- Default Password is = DE\$mmy####
- DE = DE
- \$ = \$
- mm = your two digit birth month
- yy = the last two digits of the year you were born
- #### = the last four digits of your Social Security Number

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The **Password Management** page opens *Note: * required fields. You will receive messages if all the required fields are not completed.*

Enter **Initial Default Password** (Password = DE\$mmyy#### - see above)
 Enter **New Password** Click on the **Password Policy** information icon and create a strong password in accordance with the Policy
Re-Type New Password

Click to reveal the questions and choose a question for **Question 1**
 Tab to **Answer 1** field and type the answer
 Repeat for **Questions 2 & 3** and **Answers 2 & 3**
 Click **Submit** located at the top right of the page

The **State of Delaware Single Sign-On (DE-SSO)** home page opens

Click **Manage My Information**

The **Basic User & Contact Information** page opens

Enter **State of Delaware work email address**
*If you do not have a State email address, click **Home** on the left side of the page and skip to the next block of instructions*
Tab or **click** out of the field after entering your email address to activate the **Apply** button
 Click **Apply** located in the upper right hand corner of the page
 A confirmation message will appear at the top of the screen
The email field is blank but has been saved and will display the next time the screen is accessed
 Click **Home**

Your updates have been approved with Request Id 752

The **State of Delaware Single Sign-On (DE-SSO)** home page opens

Click **Employee Self-Service – Click Here**

The **Employee Self-Service** page opens

- You have successfully reset your initial default password, registered your challenge questions and registered your State of Delaware work email address
- You are ready to view and update personal information, view your paycheck and Benefits, and access Time & Labor if applicable