

# Getting Started with Employee Self-Service (ESS)

## A. Logging into the Self-Service Portal

1. To access the **Self-Service Portal**, type the following URL into the address field on the web browser and use the **Enter** key.

<http://portal.passhe.edu/>

(NOTE: Adding the *Self-Service Portal* link to the browser's Favorites folder makes access easier in the future.)

2. The *Self-Service Portal* will ask for a **Username** and **Password**. After entering the *Username* and *Password*, click **Enter Portal**.

(NOTE: Employees are assigned a Username and Password the day their employment begins.)

SELF SERVICE PORTAL

PASSHE

www.PASSHE.edu Account Self-Service

Enter Your Account Information

Enter username and password.

Username:

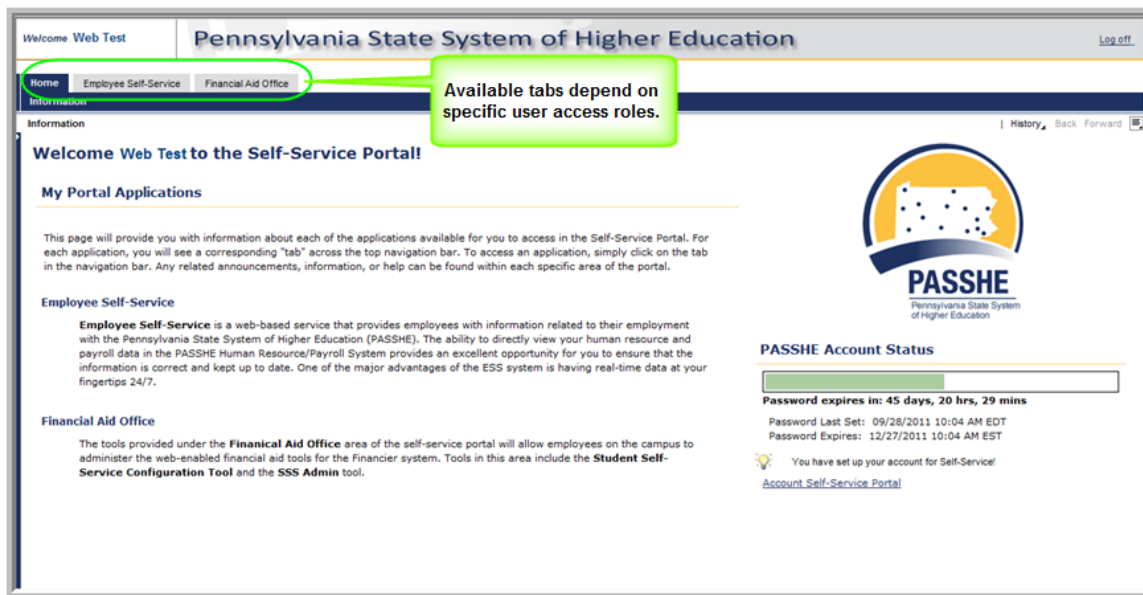
Password:

Click to enter.

[Forgotten / Expired Password?](#)

© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110  
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.  
If you need assistance, contact your university help desk.

3. After clicking the **Enter Portal** button, the following screen will appear. The actual tabs appearing at the top of the page will depend on specific user-access roles.



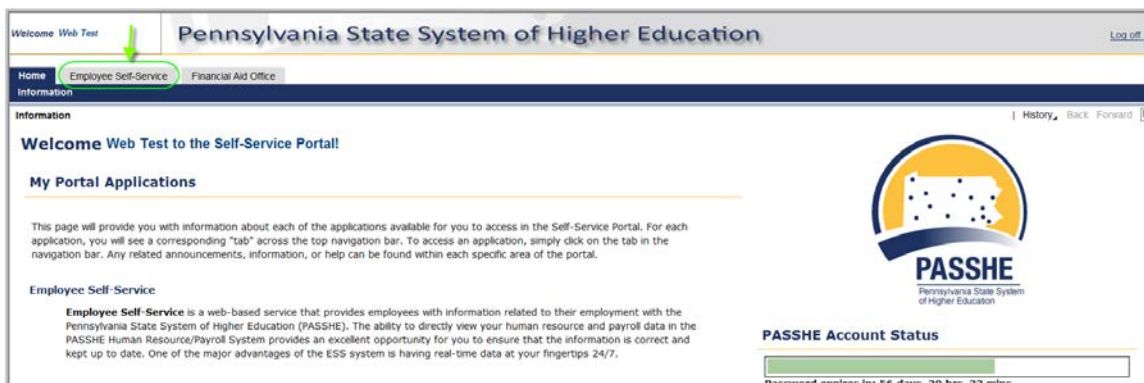
## B. Overview of Self-Service Portal Navigation

1. The **first level navigation tabs** will only display the applications to which the Username in effect has access and may vary. When a first level navigation tab is clicked, the **second level navigation links** will refresh to show what options are available for use under the selected first level navigation tab.
2. Use the first level navigation tabs and second level navigation links to navigate through the Self-Service Portal and to return to previous screens. **Do NOT use the “Back” button on your browser.** To go back to a previous Self-Service screen, select the “Back” link in the upper right-hand corner of the Self-Service Portal screen as shown.



## C. Navigating Employee Self-Service (ESS)

1. Click on the **Employee Self-Service (ESS)** tab on the first level navigation tab listing.



2. The window will display a listing of the five **ESS** actions available. Navigation to the desired **ESS** action can be accomplished by using either the second level navigation links under **ESS** or by the optional navigation links depicted in the screenshot below.

