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.)
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.