

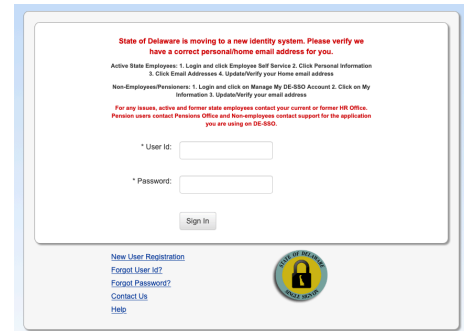
Access Employee Self Service (ESS) Online via My.Delaware.Gov

INSTRUCTIONS TO ACCESS EMPLOYEE SELF SERVICE ONLINE

Complete this **2-STEP process** in under 20 minutes to enable your online access to Employee Self Service. **You must have your own Home email*** address to do this 2-step process. **It may be 48 hours before** you see Employee Self Service when you log back into my.delaware.gov.

STEP 1

1. Using a computer (work computer is fine), log into your State Employee Self Service via your Delaware ID or by visiting <https://sso.delaware.gov>. Your DE-SSO User ID is your six-digit EMPL ID number. If needed, use the links below the sign-in to get your User ID and/or reset your password.



2. Click on State of Delaware Employee Self Service tile



OR

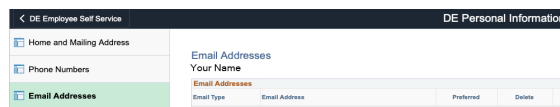


Employee Self Service

3. Click on Personal Information



4. Choose Email Addresses (3rd item on the lefthand list).



5. If you **do not have Home email**, Click the Add Email Address button. **If you have Home email already, skip to 7.**



6. Select **Home** as the Email Type and enter your personal/home email in the box provided, click Save



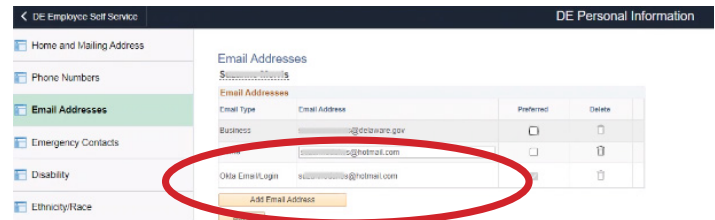
***NOTE:** This email address must be yours alone--not shared with another SOD employee. If you don't have a personal email account yet, you can create a free email account to use for this process (using a state-owned computer is fine). It can be Google Gmail, personal Outlook, Apple iCloud or any free email service. **Also, if you ALREADY registered for my.delaware** to access something else, please add your SAME email you registered for in my.delaware email as your Home email to assure getting your ESS access.

7. VERIFY that you now see "Okta EmailLogin", and it MATCHES your Home Email.

If you did not have to add Home email, AND DO NOT SEE an "Okta EmailLogin" field, uncheck your "Preferred" email by checking any other email as "Preferred"--temporarily, SAVE.

Then change "Preferred" back to the address you want the State to use, SAVE again.

OktaEmail should never be checked "preferred."



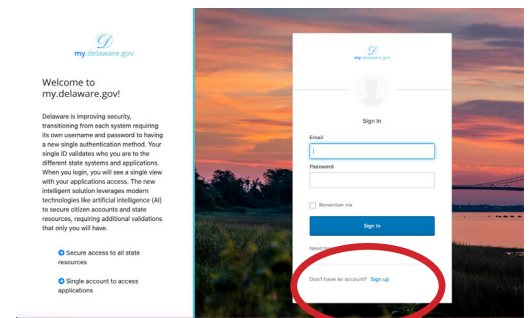
8. Log Out of Employee Self Service.

STEP 2

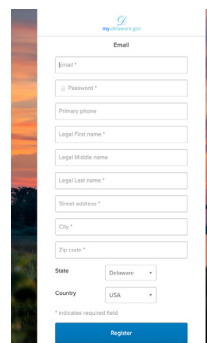
1. Using an Internet Browser (Edge, Chrome, etc.), visit <https://my.delaware.gov/>

DON'T type anything in the two blanks —

Just Click on the blue Sign Up link at the bottom.



2. Complete the registration form **using the same Home email** as you put in your Employee Personal Information (above), and click the blue Register button.



3. You will need to be able to **access that Home email account to read/respond to email** on the same computer to finish and activate your my.delaware.gov registration.

If your name and home email match what is in Employee Self Service, **in 48 hours you will see your Employee Self Service tile** AND any other tiles assigned to you.



Employee Self Service