

We are launching the Employee Self Service for your use.

Employee Self Service (ESS) gives you the ability to monitor and maintain your individual information such as:

- Personal Information
- Pay/Tax Information
- Time Off (absences)
- Training Opportunities

You can access the website from any PC that has internet access.

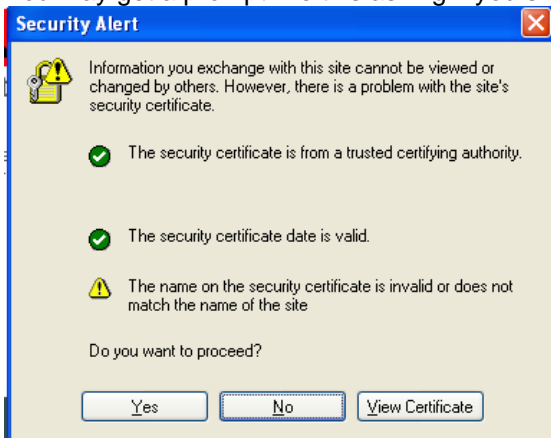
If you are accessing the site using a district connected computer, access the following website: <https://system34/mss>

If you are accessing the from outside of the district you need to use the following: <https://system34.sps.k12.mo.us/mss>

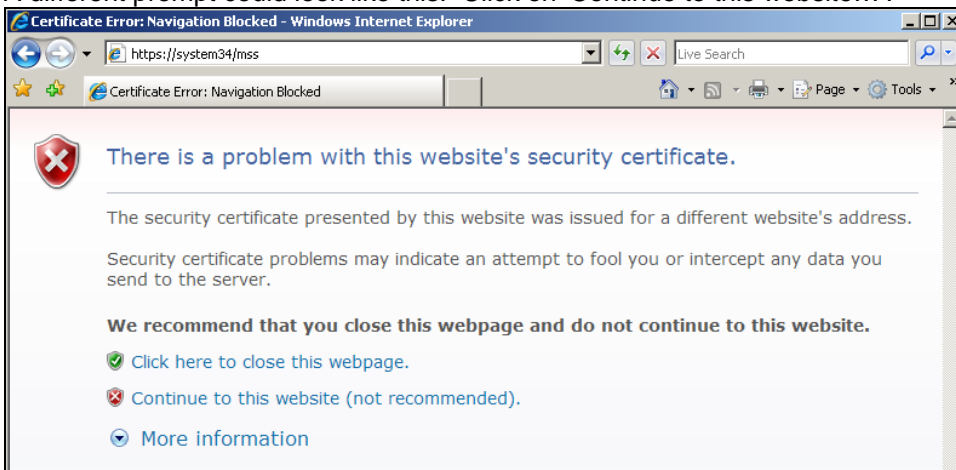
Security Alert

Depending upon the version of Internet Explorer you are using, you could get different prompts to accept access the site. The district does have a valid security certificate.

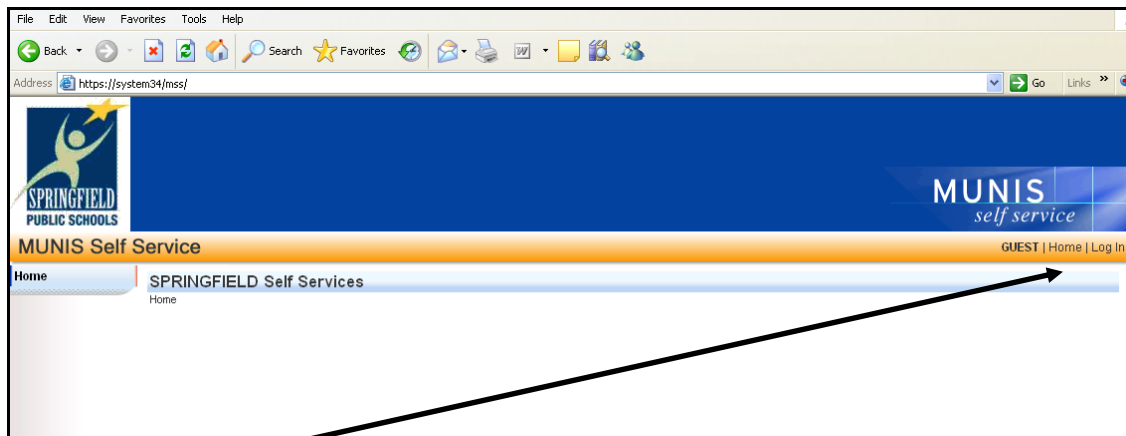
You may get a prompt like this asking if you should proceed – say yes to proceed.



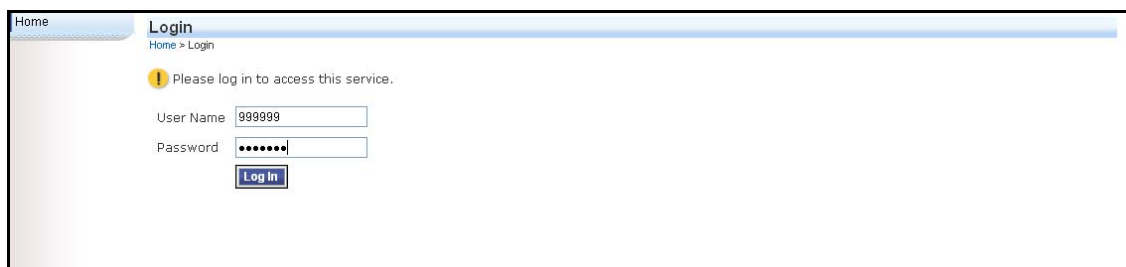
A different prompt could look like this. Click on 'Continue to this website...'



You will be brought to the home page:



Click on Log in.



In order to access the online site you must have a User Name and Password.

Your User Name is your Employee Number.

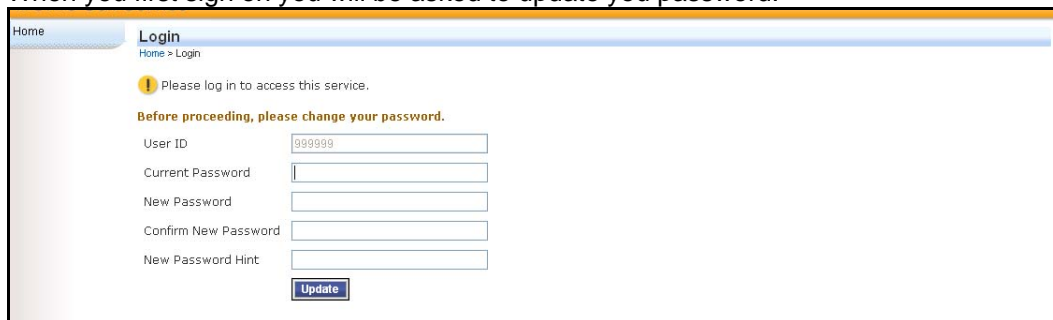
This number has been provided to you several times and it always appears on your pay stub in the upper right hand corner. This is a very busy time of the year for everyone and I ask that you please **look at your pay stub before contacting others** to provide you with your employee number.

Your initial login password is the number 99 with the last four digits of your SSN.

As an example, if the last four digits of your SSN is 5897 then your password would be 995897.

NOTE: If you are having problems with your password, contact the Help Desk and they can they can set your password to a default.

When you first sign on you will be asked to update you password.



Current Password: Re-enter the password you were provided.

New Password: Think of a password that you will know each time you log in.

Confirm New Password: Re-enter the new password you created.

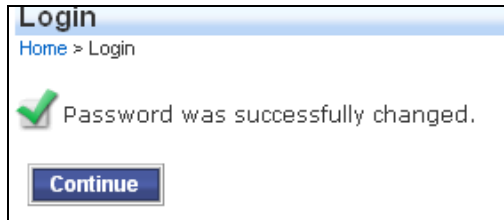
New Password Hint: Just in case you should forget your password you can enter a brief description that would remind you of your newly created password. This hint is strictly a reminder of what you entered as your password. No one in the district can retrieve this password if you forget it. If you do forget it, you will need to contact the Help Desk so the appropriate people can reset your password.

NOTE: DO NOT enter your actual password here as a reminder.

When completed click on Update.

IDENTITY NOTE: Your password needs to be kept confidential. DO NOT give out your password. Doing so would provide that person the opportunity to make changes on your files. It is your responsibility to keep your user name and password safe.

If you successfully changed your password you will get the following. Click on Continue.



The first thing you need to do is Click on the Employee Self Service selection under Home on the left.



You will see a screen as seen below. You now need to access the document that we are providing for you use to access the various pieces of the system. This is accessed by clicking on the "Employee Self Service" selection under Resources.



Should you have problems accessing online or if you need your password to be reset to a default password, please contact the Help Desk at 523-4357 or ext. 33333.