

# Updating or Resetting Employee ESS Access

- Navigate to Employee Management>Employee Summary



- Select the Employee
- Click on Self Service Email, and it will open the screen for editing

### PERSONAL INFORMATION

SSN 111-22-3362	Office Phone
Birth Date 9/30/1985	Mobile Phone
Marital Status M	Home Phone
Gender Male	Self Service Email rileybaldino123@gmail.com
	Personal Email

On this screen you can see the email address that was entered, if the account is locked, and also any activity in the account.

### Self-Service Information

Self-Service Email:

Enable Self-Service Access

If email address is not currently active the email address will be blocked and the EE will not receive the activation link.

Self-Service Account Locked

Last Activity Date:

To make any changes, uncheck "Enable Self-Service Access" and Save.

### Self-Service Information

Self-Service Email:

Enable Self-Service Access

### General

Then enter in the correct or same email depending on why you are resending, click "Enable Self-Service Access" and Save again.