

Purpose**Title**

Log-on to ESS

What You Will Learn

Upon completion of this process, you will be able to log on to ESS.

Overview of the Business Process

Perform this procedure when you want to:

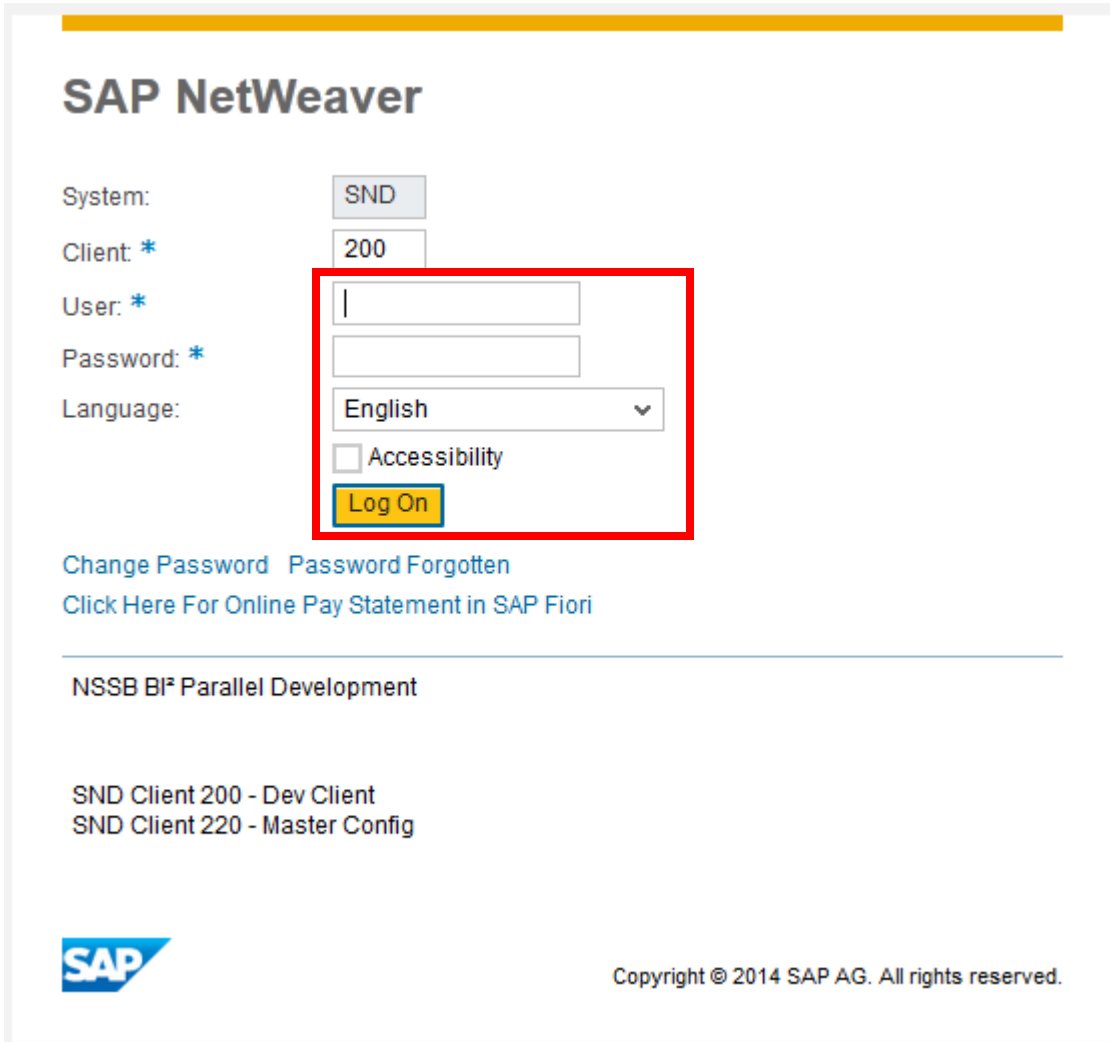
- View salary statement(s)
- Reprint your tax form (T4)
- Review your personal data and update emergency contact and cell phone information
- Request a job confirmation letter that will be mailed or emailed to you
- View additional information about your role

Note: Your ESS user name is your Personnel Number preceded by a capital P (For example, P4001234).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.

Procedure

Logon



The screenshot shows the SAP NetWeaver login interface. The title is "SAP NetWeaver". The form includes the following fields and options:

- System:
- Client: *
- User: *
- Password: *
- Language: (dropdown menu)
- Accessibility
-

Below the form, there are links for "Change Password" and "Password Forgotten", and a link for "Click Here For Online Pay Statement in SAP Fiori". At the bottom, it says "NSSB BI* Parallel Development" and "SND Client 200 - Dev Client", "SND Client 220 - Master Config". The SAP logo and "Copyright © 2014 SAP AG. All rights reserved." are also visible.

1. As required, complete/review the following fields:

Field	R/O/D	Description
User	R	Enter your ESS User ID Example: P40000708
Password	R	Enter your ESS Password Example: *****

2. Click the  button.



The ESS home page will display.

To change the appearance of your ESS home page, please refer to the **Set Preferences** BPP.

Result

You have completed the process for logging on to ESS.