

**Purpose****Title**

Set Preferences

**What You Will Learn**

Upon completion of this process, you will be able to set your ESS preferences.

**Overview of the Business Process**

Perform this procedure when you want to:

- Set up your ESS home page.

**Please note:** This will only be required the first time you log in.

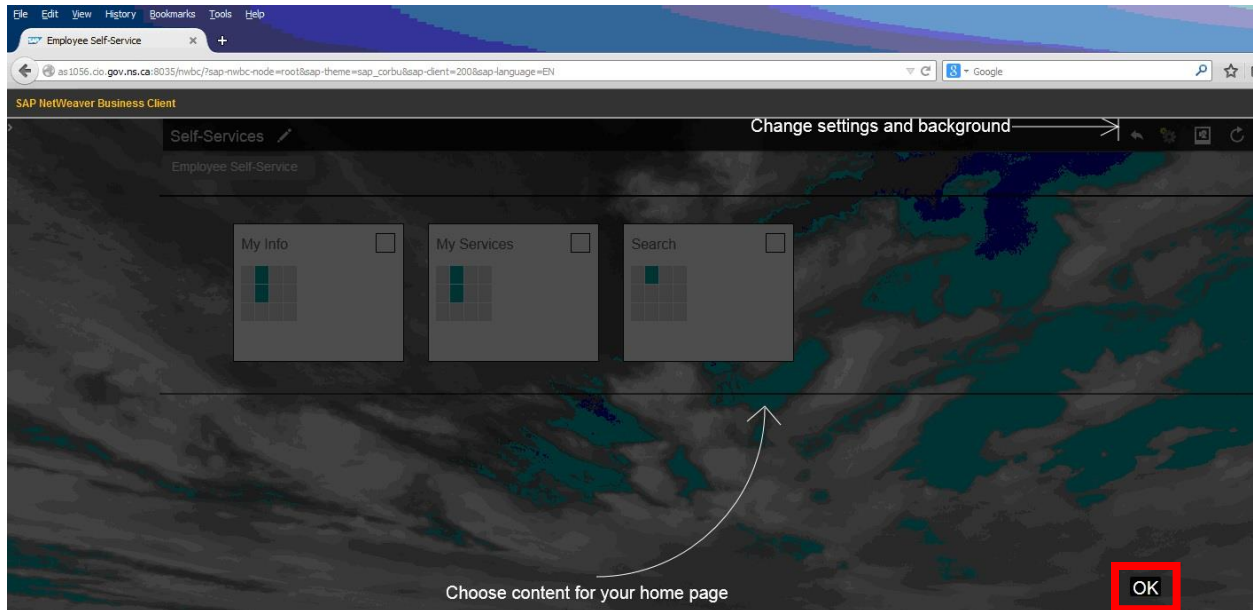
You can select the tiles you wish to view, as well as the wallpaper you wish to have on your display screen.

**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.

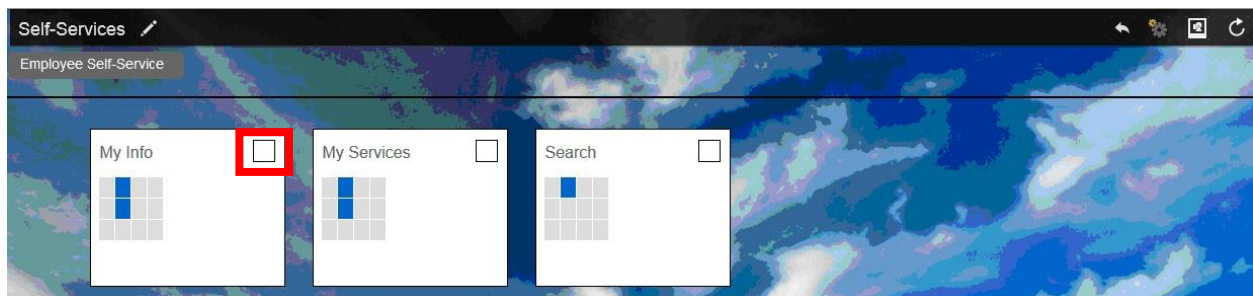
## Procedure

### Employee Self-Service



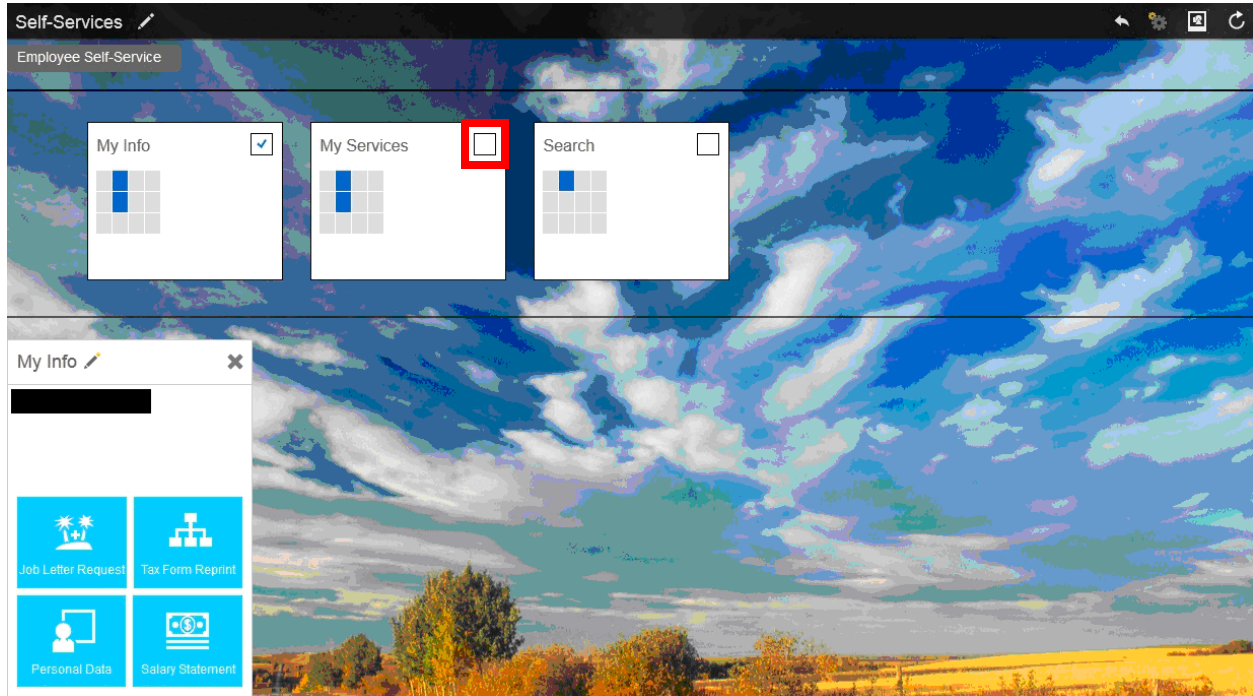
1. Click the **OK** button.

### Employee Self-Service



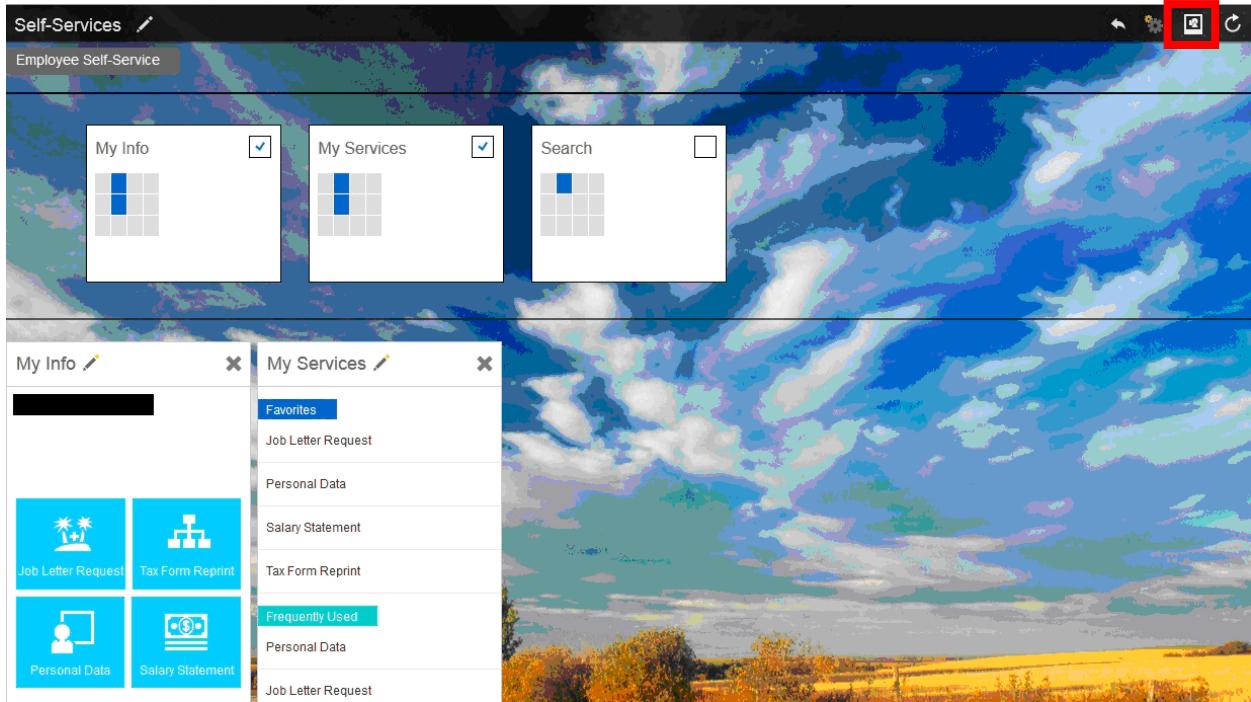
2. Click the checkbox for **My Info**.

## Employee Self-Service



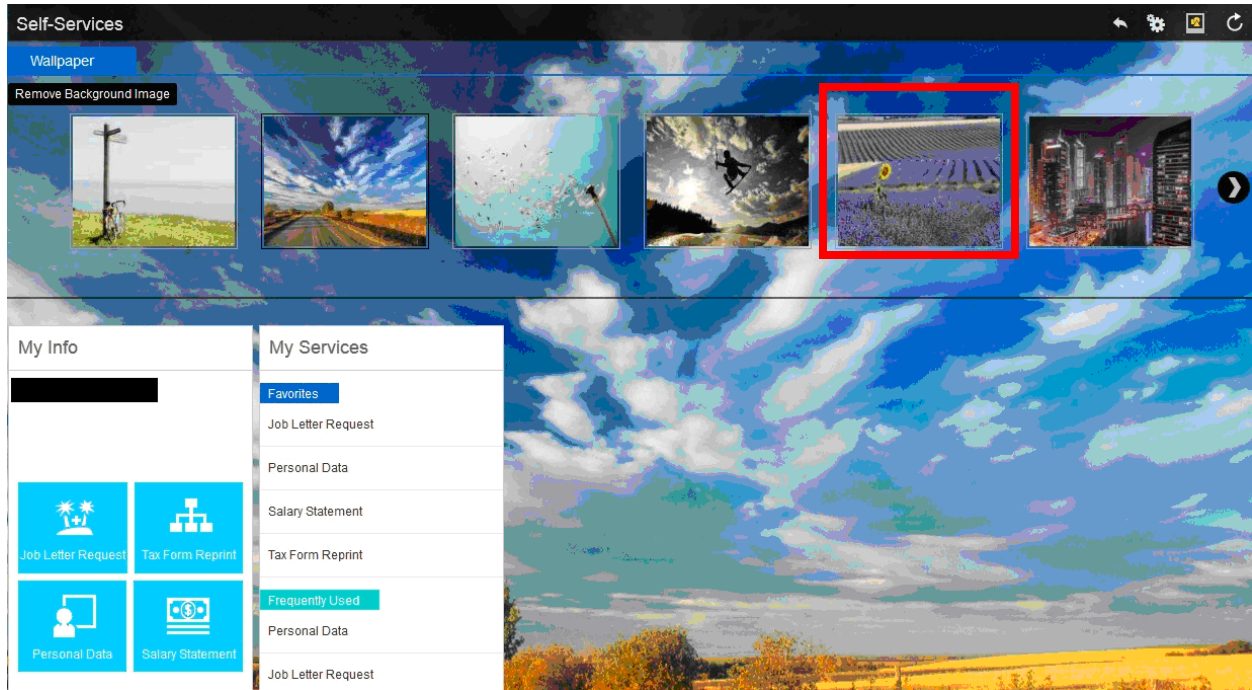
3. Click the checkbox for **My Services**.

## Employee Self-Service



4. Click the **Toggle Theming**  button to select your wallpaper.

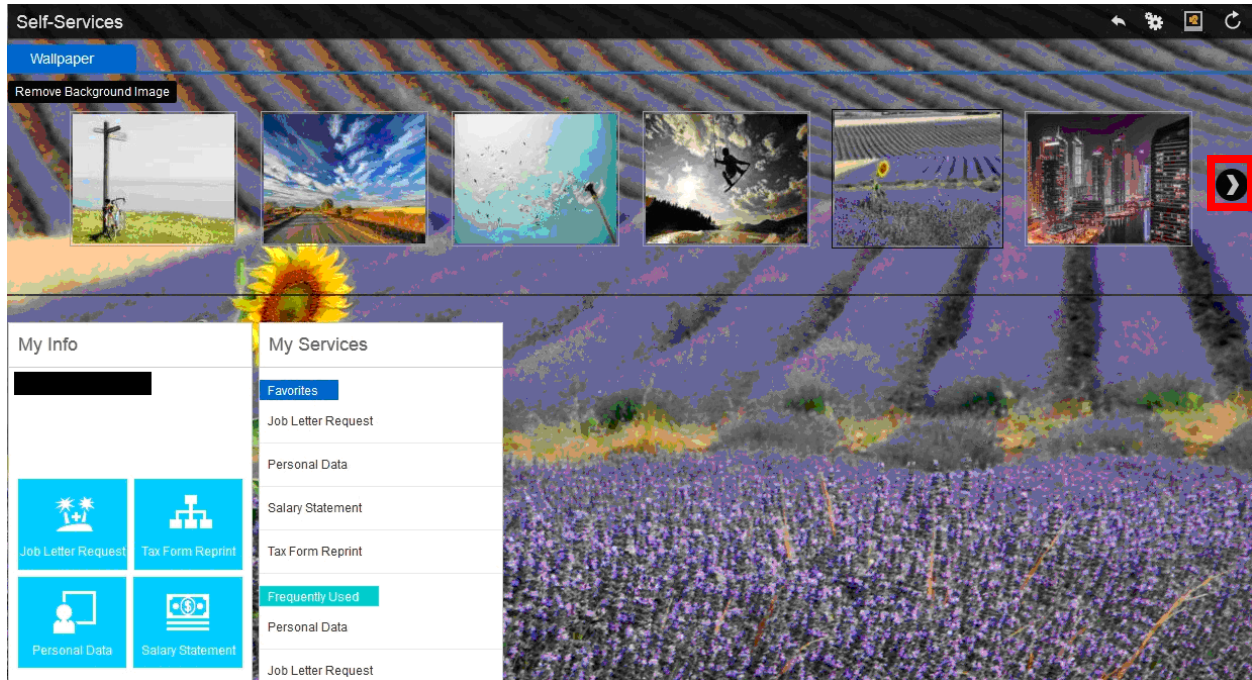
## Employee Self-Service




The screenshot displays the 'Self-Services' interface. At the top, there is a 'Wallpaper' section with a 'Remove Background Image' button. Below this is a carousel of six wallpaper options. The fifth option, a lavender field, is highlighted with a red rectangular box. To the left of the wallpaper carousel are two panels: 'My Info' and 'My Services'. The 'My Services' panel is expanded to show a list of services: 'Favorites', 'Job Letter Request', 'Personal Data', 'Salary Statement', 'Tax Form Reprint', 'Frequently Used', 'Personal Data', and 'Job Letter Request'. The background of the interface is a large image of a blue sky with white clouds over a yellow field.

5. Click the wallpaper you want to display.

## Employee Self-Service



You can also click the  button to display more wallpaper choices.

- Click the **Toggle Theming**  button to confirm your wallpaper selection.

### Result

You have completed the process for setting your ESS preferences.