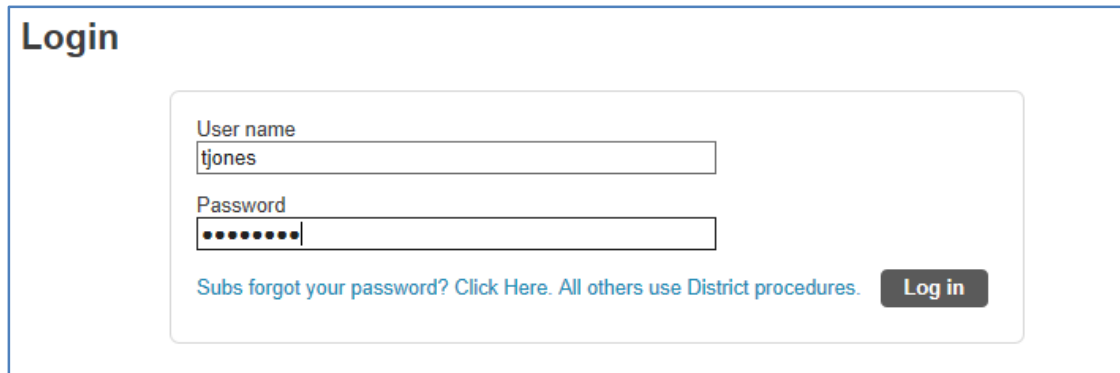


Employee Self Service (ESS) for Substitutes

How to Access Employee Self Service (ESS)

- The ESS website will be available through the District's website (www.pasco.k12.fl.us) by selecting "Employees" in the ribbon on the Home page and then "Employee Self Service".
- Supported browsers for ESS are Internet Explorer and Safari.
- The employee will be prompted to sign on as shown below. There may be slight differences in the appearance based on the browser used to access ESS.



The screenshot shows a login form titled "Login". It contains two input fields: "User name" with the text "tjones" and "Password" with a masked password of seven dots. Below the fields is a link that reads "Subs forgot your password? Click Here. All others use District procedures." and a "Log in" button.

How to sign on

User name: the full first and full last name, with no spaces, i.e. [thomasjones](#)

Password: the last four digits of your social security number

Please note, employees moving from substitute to regular positions will be required to use the directions for employees with a District assigned email address. Upon receiving notification of an email address assignment, please follow the directions at <http://mss.pasco.k12.fl.us/> to establish a new password. The password used as a substitute will no longer be active.

For assistance with password issues, please email techhelp@pasco.k12.fl.us.