

Employee Self Service (ESS)

How to Access Employee Self Service (ESS)

- The ESS website is available through the District's website (www.pasco.k12.fl.us) by selecting 'Employee Self-Service' under the **Helpful Links** sidebar.
- Supported browsers for ESS are Internet Explorer, Firefox, and Safari – Google Chrome is *not* supported.
- 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.

Login

User name

Password

[Forgot your password?](#)

Log in

How to sign on

- **User name** is the first part of the employee's district email address (e.g., tjones@pasco.k12.fl.us would input **tjones**).
- **Password** must be established before entering ESS for the first time. Instructions for setting up a password can be found at <http://mss.pasco.k12.fl.us/> under **Reset Your Munis and eSembler Password**. Passwords are *case sensitive*. Established employees will use the same password used for all myPascoConnect sites, including myStudent, PlanMaker, myPGS, or Munis. Any password changes in ESS will also affect those programs.

Please note that employees who are assigned a district email address will be required to use the directions for employees with a district email address. Upon receiving notification of an email address assignment, please follow the directions at <http://mss.pasco.k12.fl.us/> under **Reset Your Munis and eSembler Password** to establish a new password. The password and user name used as a substitute will no longer be active.

For assistance with ESS or Munis password issues, please email munishelp@pasco.k12.fl.us