

# Employee Self Service (ESS)

## Substitutes

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### How to Access Employee Self Service (ESS)

- The ESS website is available through the District's website ([www.pasco.k12.fl.us](http://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 employee's first and last name with no spaces (e.g. Thomas Jones would input **thomasjones**).
- **Password** is initially the last four digits of the employee's social security number. This password must be changed upon initial log in. Passwords are *case-sensitive*.
- **Forgotten Passwords** can be retrieved by clicking **Forgot your password?** The system will request the employee's user name. Click **Retrieve hint** to email the password to the email address on record.

Please note that employees who are assigned a district email address 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/> 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](mailto:munishelp@pasco.k12.fl.us)