Employee Self Service (ESS) Portal

How to Log In
1. Enter [User ID]
   - If user has a Windows account, use the same ID as when logging into the COSA system
   - If user does not have a Windows account, use employee number

2. Enter [Password]
   - If user has a Windows account, use the same password as when logging into the COSA system
   - If user does not have a Windows account, use customized password

3. Click [Log on]

Notes:
- Default password for employees will be made up of the following information:
  - Dollar sign
  - First name initial upper cased
  - Last name initial lower cased
  - Last five digits of employee SSN
  - John Doe would be "$Jd56789"
- Employees will need to use Password Management tool to reset and customize their ESS Portal password
4. ESS Overview page appears