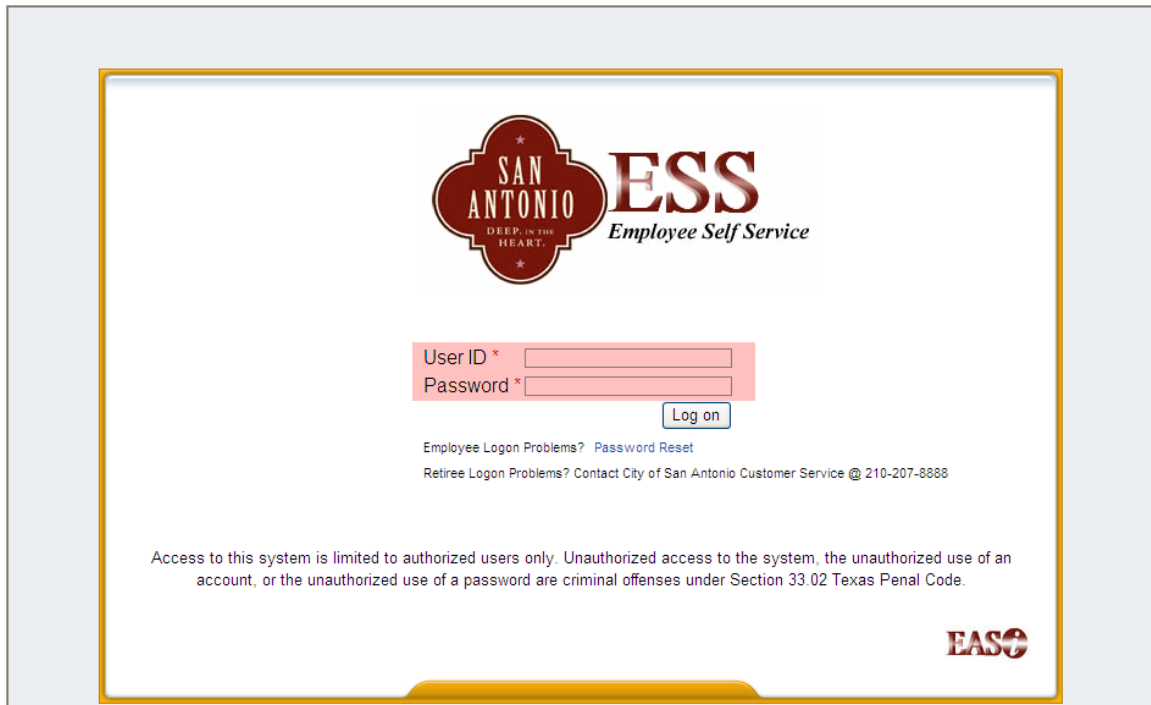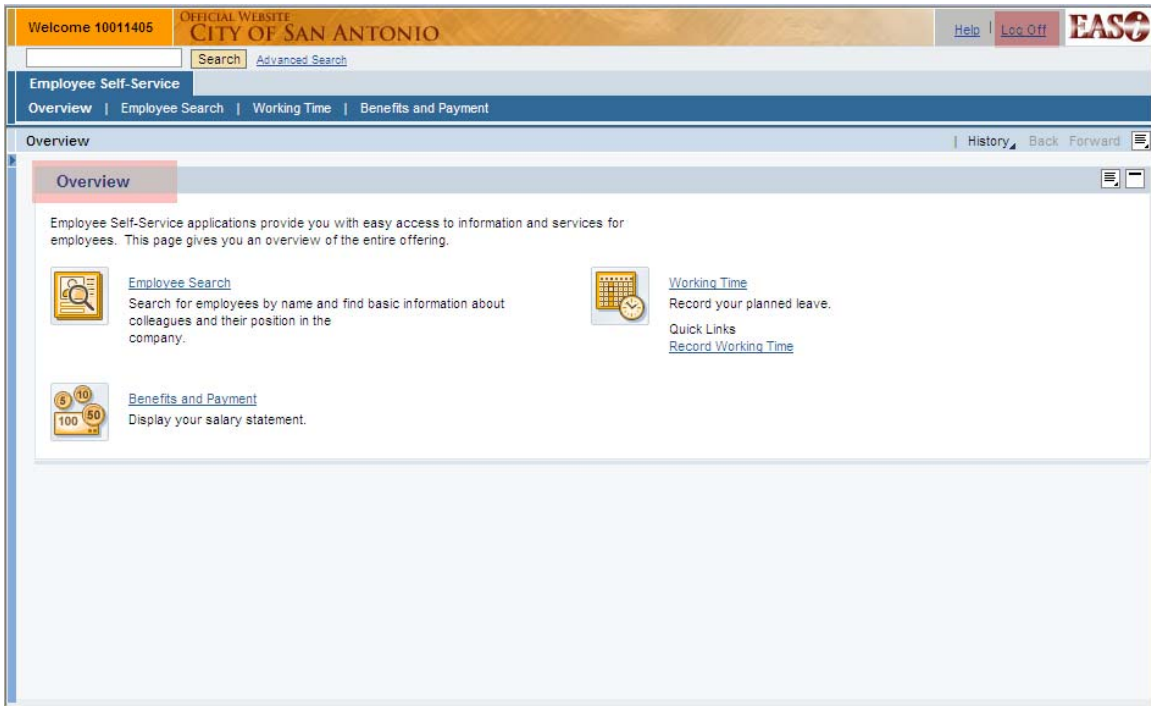# Employee Self Service (ESS) Portal

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