How to Log Into PeopleSoft Self Service

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Logging In

From your computer/tablet/smartphone, navigate to ESS Self Service. Enter your 6-digit employee ID number and your PeopleSoft/payroll password in the fields displayed. **PeopleSoft ESS password is NOT associated with your EUSD email password**. ESS link is different from the PeopleSoft Portal link that management and administration use for timekeeping, payroll, and requisitions.

User ID
Password Forgol your password?
Still can't log in or Need Help? Please contact your district's PeopleSoft System Administrator.
Sign In
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You will also see a 'Forgot My Password' link. This is the link you will use in the future if you forget your PeopleSoft/payroll password. You can only use this feature if you have already set up a security question and answer.

Forgotten/Expired Password – Security Question Set Up

If you forget your PeopleSoft Self Service password or it expires, you can reset your PeopleSoft password yourself. **Reminder: you can only do this if you have already set up a security question and answer.** From the main logon screen, click the 'Forgot My Password' link (shown above). You will be sent an email with your security question for you to answer. The

Forgotten/Expired Password – Security Question NOT Set Up

If you do not remember your PeopleSoft password and have not set up your security question yet, you will need to put in a web help desk ticket and place a password reset request in the "02. PeopleSoft Portal (ESS, W2, Paystub)" category. Expect to receive a secure link from the technician with a temporary password. Best practice is to change that temporary password to something only you would know promptly. If you encounter issues with setting your new password, try a different browser or clearing out "All Time" history and restarting the browser.

Navigate To "My Profile"

Once your password has been set, follow these steps to set up your security question and answer:

1. Once signed into PeopleSoft ESS, click the compass icon, then "My Profile"



2. Click the "Change or set up forgotten password help" link



3. Select a question from the drop down list and type in your answer. Choose something that is not easy for someone else to guess but is memorable for you. Click the green OK button

Char	ige or set up forgotten password help	×
If you forget your pas Enter a question and	sword, you can have a new password emailed to you. your response below. These will be used to authenticate you.	Help
Question	What street did you grow up on?	
Response	Select from the list of questions.	
ок	ancel	

Important: Preferred Email Address

In order to receive password reset links from PeopleSoft and other notifications, you must have a valid email address in your profile settings that is also your preferred email address. On the same "My Profile" screen, scroll to the bottom, to the Email section. Edit as needed, then click Save. **Important to know:**

- **Permanent employees**, especially those in timekeeping/management positions, should have their EUSD email address tagged as primary, and the email type should be Business. This is so that PeopleSoft will use the organization email address for workflows such as requisitions, and reports;
- Temporary employees and substitutes <u>must</u> set their personal email address as the preferred email account, and the type needs to be Home.

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Primary Email Account		Email Type		Email Address	
		Business 🗸		username@eusd.org	
IM Informat	lion	/			
Protocol	XMPP Doma	in	UserID		Pass
Protocol XMPP	XMPP Doma	in Q	UserID 121212	2	Pass

Finally

Now, if you forget your PeopleSoft/payroll password in the future or your account gets locked out, you can use the "Forgot My Password" link (see top of the article), enter your security answer, and receive a temporary password to your preferred email that you can then use to sign into PeopleSoft ESS and set a new password.