

EMPLOYEE SELF SERVICE (ESS) QUICK START REFERENCE

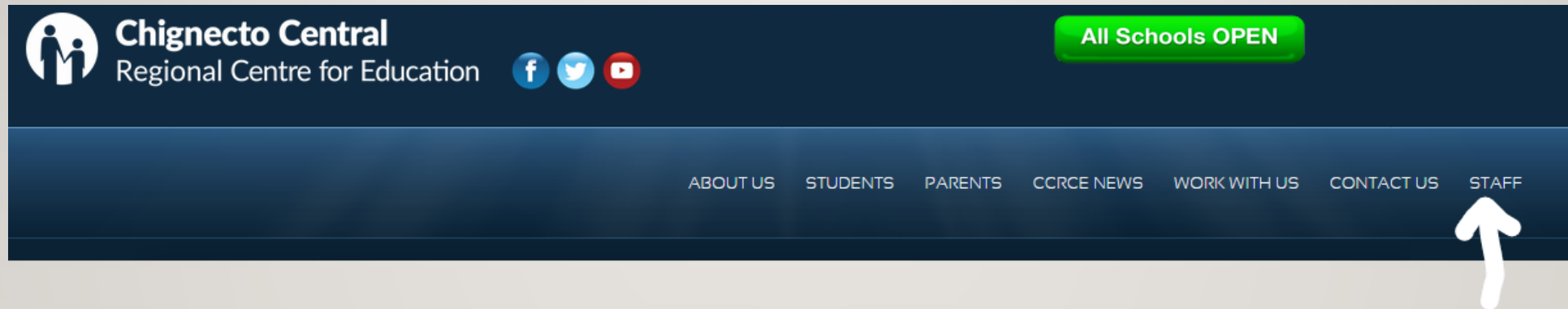


Chignecto Central

Regional Centre for Education

HOW TO ACCESS ESS

Go to <https://ccrce.ca/> select STAFF



Please note: You will not be able to complete the Declaration form on a mobile device, you must use a computer.

On the next screen click on QUICKLINKS, then the menu will appear as shown below
Click on ESS Access

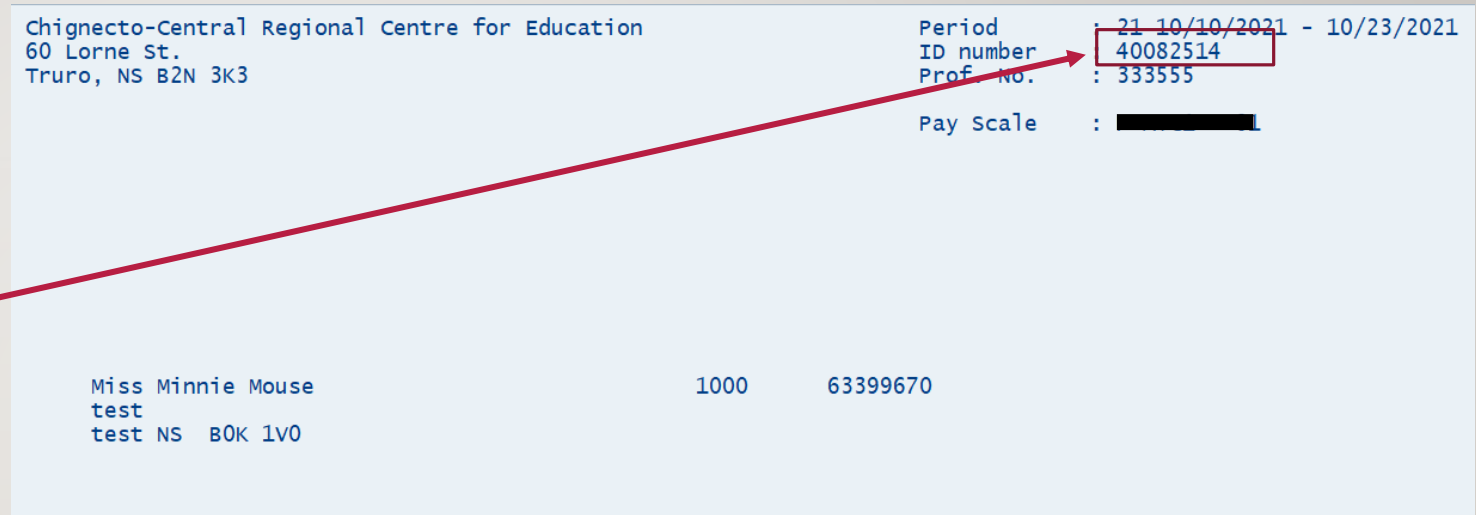
The screenshot displays a web portal interface. At the top, a navigation bar contains the following links: HOME, QUICKLINKS, ABOUT US, DEPARTMENTS, and INFO &. A red arrow points to the QUICKLINKS link. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'User Account' section with a 'Home' icon and a login form. The form includes fields for 'USERNAME *' and 'PASSWORD *', each with a placeholder text: 'Please enter your Active Directory Username' and 'Please enter your Active Directory Password'. A 'LOC IN' button is located below the password field. On the right, a 'Frequently Used Links' dropdown menu is open, listing various services: Accounts Payable (SharePoint Site), AESOP, Assistive Technology, BI Launchpad, EduPortal, ESS Access, ESS Instructions, Google Apps, Integrated Services, Microsoft Power B.I., NSPS Moodle, Outlook Email, PowerSchool: Administrator, PowerSchool: PowerSource, and PowerSchool: Student & Parent. A red arrow points to the 'ESS Access' link in this menu. At the bottom of the page, there is a footer with the Chignecto Central logo and text: 'Chignecto Central Regional Centre for Education'. To the right of the logo, there is a 'Keep Co' logo and social media icons for Facebook and Twitter. A small disclaimer at the bottom left reads: 'We acknowledge that we are in Mi'kma'ki, the ancestral land and unceded territory of the...'

In order to access ESS you will need your user id

There are two types of User Ids

A **PID #** is the letter P plus your employee number ex. P40001234

If you do not know your employee number it is located at the top right corner of your pay stub.



If you have not received a pay statement you can send an email from your ccrce.ca email to ESS@ccrce.ca and request your number

A **SID #** for employees that have access to SAP, your user name and password are the same as the one you use to log on to SAP.

You are now at the sign in page for ESS

SAP NetWeaver

System:

Client:*

User:*

Password:*

Language:

Accessibility

[Change Password](#) [Password Forgotten](#)
[Click here to access your pay statement on a mobile device](#)

ECC Production:
SRE Client 200

If you require a password reset, please follow the instructions at
<https://nssb-webapps.gov.ns.ca/password-reset>

While Microsoft Internet Explorer is the recommended browser for

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Type your user id
(P# letter P plus your employee
number ex. P40001234
or SAP User name)

Type your password
If you forgot your password refer to slide 8

Then click Log On button

If you are using a cell phone
Click here for pay
statements only

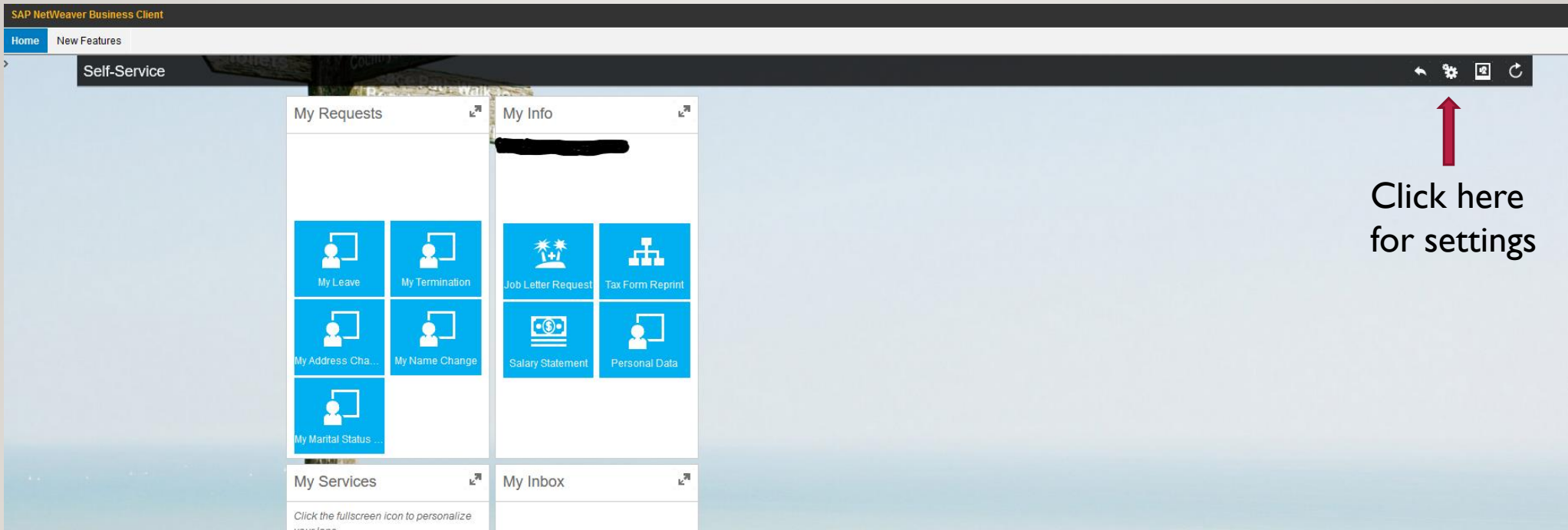
If you experience issues accessing ESS please check the internet browser you are using.

While Microsoft Internet Explorer is the recommended browser for ESS, other browsers such as Mozilla Firefox and Google Chrome will work for most features. If you experience a problem in ESS, please ensure you are using Internet Explorer version 10 or above before reporting the problem.



CONGRATULATIONS ! YOU ARE NOW AT YOUR HOME PAGE

To change the setting of options available on your home page select the icon shown below, it is located in the top right corner of your screen.



The screenshot shows the SAP NetWeaver Business Client interface. At the top, there is a navigation bar with 'Home' and 'New Features' tabs. Below this is a 'Self-Service' header. The main content area is divided into several sections: 'My Requests' (containing 'My Leave', 'My Termination', 'My Address Cha...', 'My Name Change', and 'My Marital Status ...'), 'My Info' (containing 'Job Letter Request', 'Tax Form Reprint', 'Salary Statement', and 'Personal Data'), 'My Services', and 'My Inbox'. In the top right corner of the interface, there is a settings gear icon. A red arrow points to this icon, and the text 'Click here for settings' is written below it.

On the sign in page

SAP NetWeaver


System:
Client:*
User:*
Password:*
Language:
 Accessibility

[Change Password](#) [Password Forgotten](#)
Click here to access your pay statement on a mobile device

ECC Production:
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If you have forgotten your password
Click Password Forgotten

To reset your password
A new page will open

Do not attempt your password more than **TWO(2)** times if not successful then hit the password reset button and wait for a new password to be sent to your email. Three unsuccessful attempts will lock your user id. If your account is locked, you can send an email to sapsd@ca.ibm.com to request your id to be unlocked. Please ensure you include your user id. Or you can wait 24 hrs and try to reset your password again.

The process for resetting your password has changed. The use of "challenge" or "security" questions has been removed.

For instructions on resetting your password, [CLICK HERE](#)

To continue with the password reset process, [CLICK HERE](#)

Le processus de réinitialisation de votre mot de passe a changé. L'utilisation de questions de sécurité a été supprimé.

Pour les instructions sur comment réinitialiser votre mot de passe, [CLIQUEZ ICI](#)

Pour passer à la réinitialisation du mot de passe elle-même, veuillez [CLIQUEZ ICI](#)

END USER LOGON

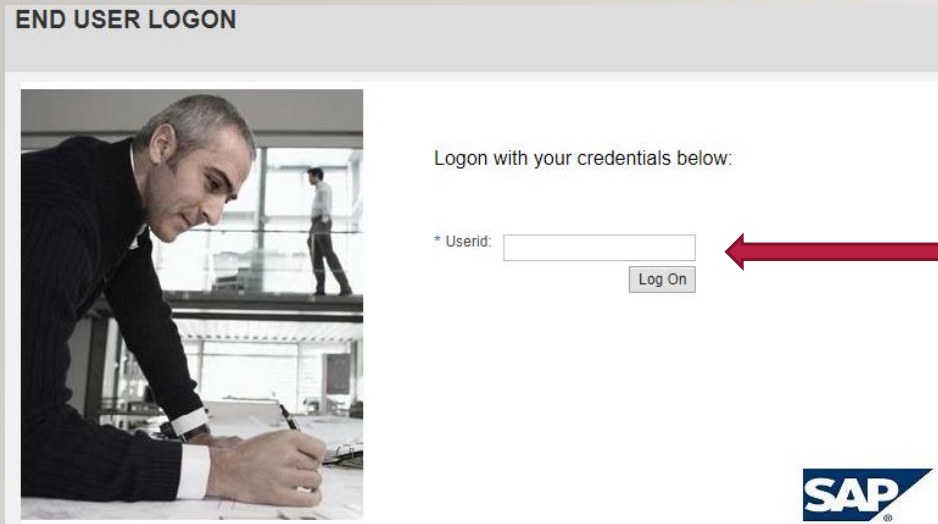


Logon with your credentials below:

* Userid:

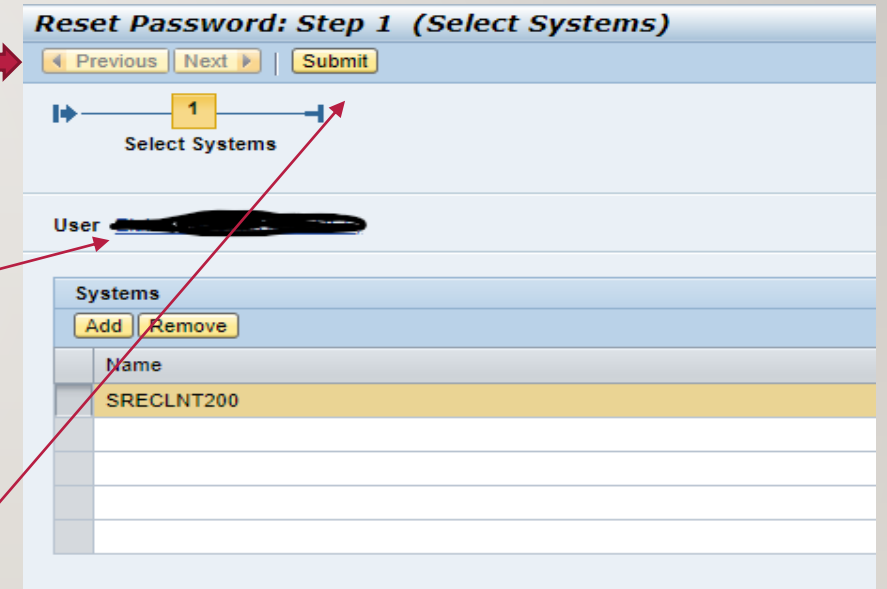


If you know your user id, but have forgotten your password
This will allow you to submit a request for a temporary password to access the system.



Type your user id here and click Log On

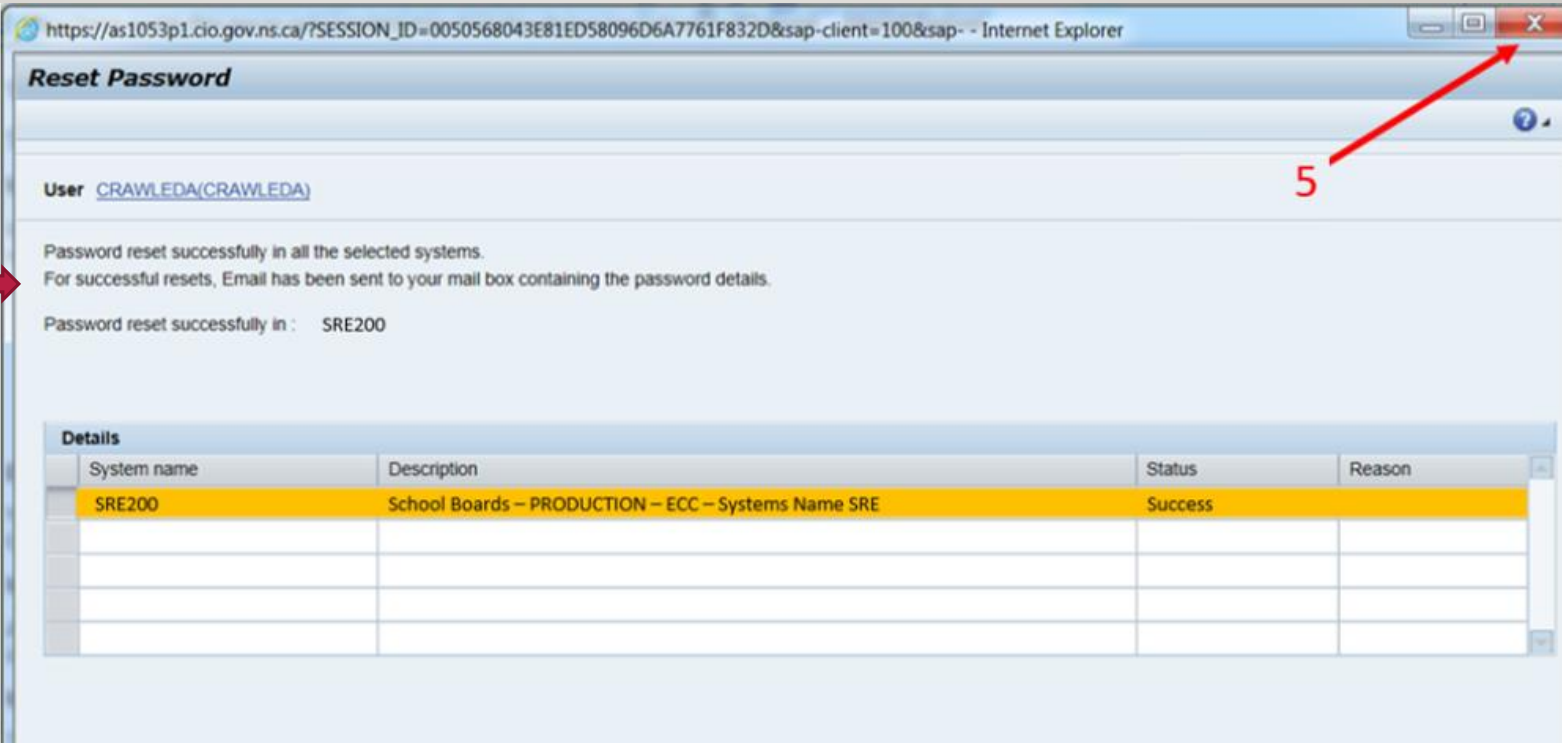
This screen will appear



Verify that this is your User id

Then click on Submit

If the message shown here
Appears, you have reset your
Password and will receive an
Email with a temporary password



If the message shows
unsuccessful your account is
locked you will have to email
ESS@ccrce.ca to have your
account verified and unlocked

Click the red 'X' button at the
Top right had corner to close
The window



You will receive an email in your CCRCE.ca account from Workflow System

Workflow System <WF-Batch@SAPGRP.com>
PSS Notification

This email will contain a new password, which is temporary.
You must log in within 5 days before it expires.

Your password(s) has been reset . Please find the details below :

Password reset in system: SRE200

The generated password is: 5UbFD36d



If you do not receive this email, please
contact ESS@ccrce.ca to determine
what email is registered to you