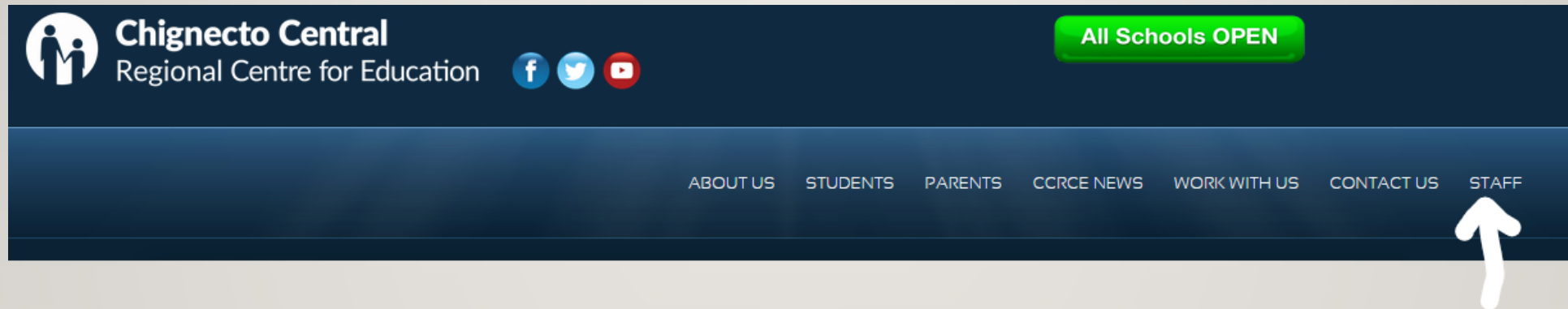


# HOW TO ACCESS ESS

**YOU MUST FIRST KNOW YOUR CCRCE EMAIL ACCOUNT IF YOU DO NOT PLEASE LET YOUR SUPERVISOR KNOW, THEY WILL ENTER A SUPPORT REQUEST UNDER THE HEADING: CCRCE EMAIL (CCRCE.CA) - PASSWORD RESET. WHEN YOU CALL IN FOR SUPPORT AFTER VERIFYING YOURSELF, YOUR EMAIL PASSWORD RESET IS THEN SENT TO YOUR SUPERVISOR WHO GIVES IT TO YOU. (YOUR SUPERVISOR IS THE PRINCIPAL OR DESIGNATE AT THE SCHOOL/WORK AREA YOU ARE WORKING AT THE TIME OF THE REQUEST). YOUR SAP OR EMPLOYEE NUMBER IS 400XXXXX**

---

Go to <https://ccrce.ca/> select STAFF, the Quicklinks, ESS Access



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

# You are now at the sign in page for ESS

**SAP NetWeaver**

System: SRE

Client:\* 200

User:\*

Password:\*

Language: English

Accessibility

**Log On**

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

2. Type your Temporary password

4. Then click Log On button

3. You must be create a new Pass  
Word, Minimum of 8 Characters,  
not be 3 consecutive letters/  
Numbers, No months of year,  
No abc, 123 or School Board  
or Nova Scotia

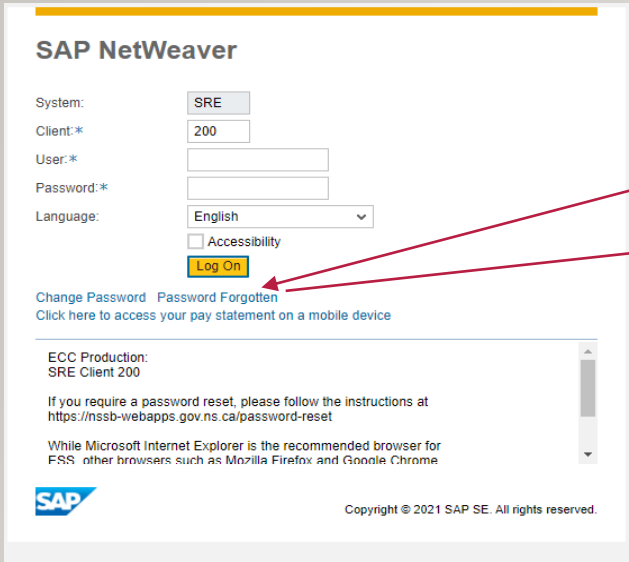
# FORGOTTEN PASSWORD

If you have forgotten your password or need to get a Temporary 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](mailto: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.**



SAP NetWeaver


System: SRE  
Client\*: 200  
User\*:  
Password\*:  
Language: English  
 Accessibility  
[Log On](#)

[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://mssb-webapps.gov.ns.ca/password-reset>

While Microsoft Internet Explorer is the recommended browser for FSS, other browsers such as Mozilla Firefox and Google Chrome

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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

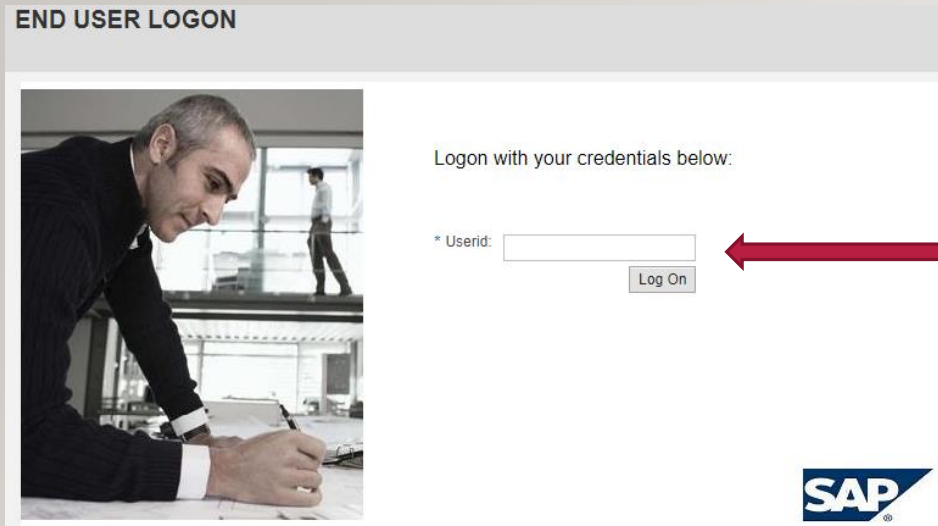


Logon with your credentials below:

\* Userid:   
[Log On](#)

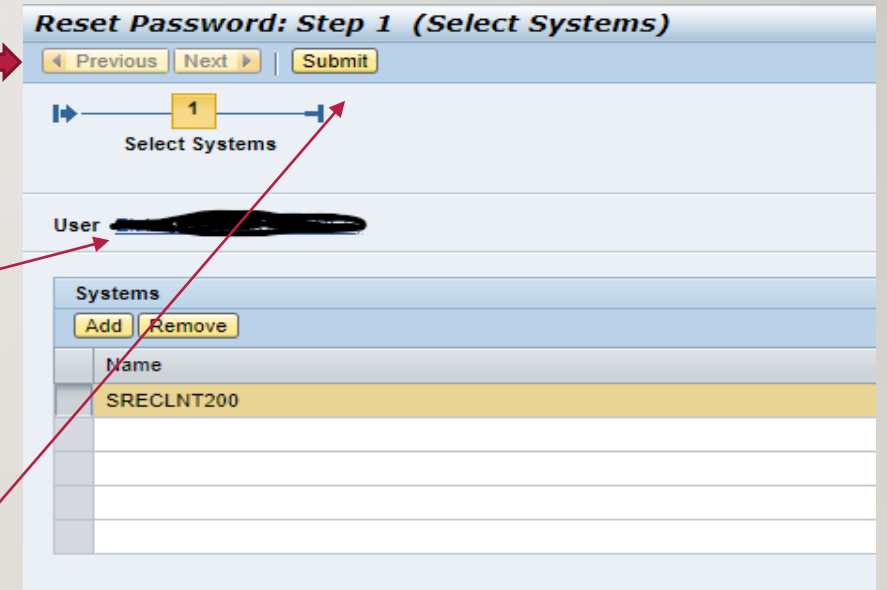


# Forgotten password Continued



Type your user id here and click Log On

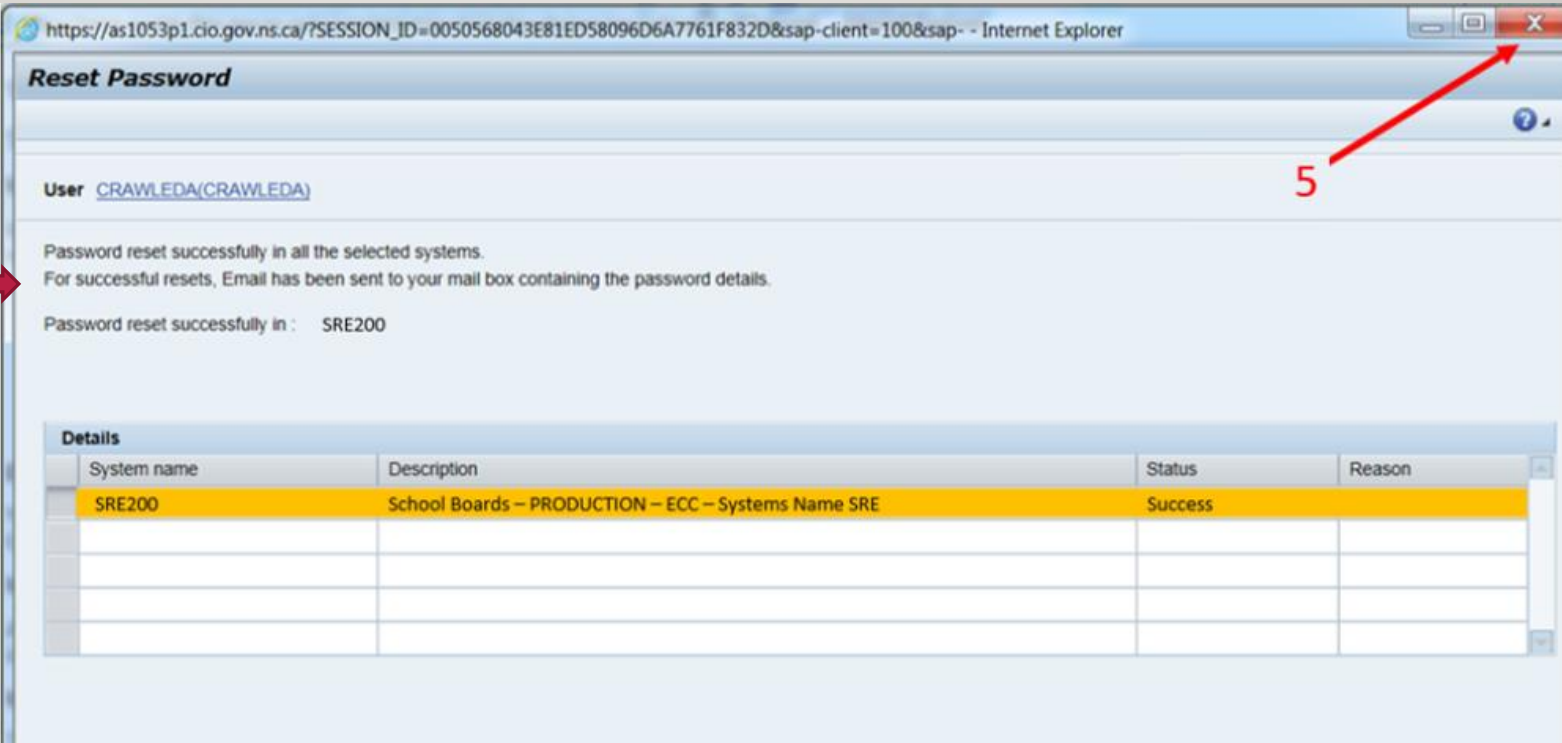
This screen will appear



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 you will have to  
email [ESS@ccrce.ca](mailto:ESS@ccrce.ca) to have your  
account verified

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](mailto:ESS@ccrce.ca) to determine  
what email is registered to you

# CONGRATULATIONS ! YOU ARE NOW AT YOUR HOME PAGE

The screenshot shows the SAP NetWeaver Business Client Self-Service interface. The top navigation bar includes 'Home' and 'New Features'. The main content area is divided into several sections: 'My Requests' (containing icons for My Leave, My Termination, My Address Change, My Name Change, My Marital Status, Job Letter Request, Tax Form Reprint, Salary Statement, and Personal Data), 'My Info' (with a redacted area), 'My Services', and 'My Inbox'. A 'Regular payroll run' notification is displayed, showing '1,190.96 CAD', 'Take Home Pay', and the date '2023-02-23'. A red arrow points to the settings gear icon in the top right corner, with the text 'Click here for settings'. Another red arrow points to the PDF icon at the bottom of the payroll run notification, with the text 'To view your paystub in My requests click on Salary statement and the PDF'.

Click here  
for settings

To view your  
paystub in My  
requests click  
on Salary  
statement and  
the PDF

## **PLEASE READ**

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. **Viewing ESS on a Mobile phone may not work well you may need to use a computer.**

- If you are looking for your declaration it is under My Request – My offense declaration, you can not complete the declaration on a mobile device.
- If you are looking for the breakdown of your paystub (Salary Statement) there is a PDF icon on the regular payroll run once you open this you will see the whole statement.
- **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 ccrce email. Three unsuccessful attempts will lock your user id. If your account is locked, you can send an email to [sapsd@ca.ibm.com](mailto: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.**

