


Quick Start Guide

Employee Self Service

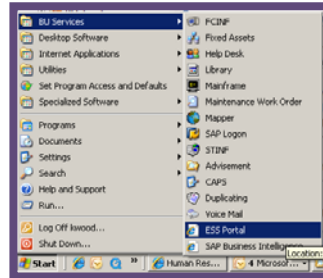
Please reference *Internet Explorer Basics Quick Reference Guide* for more information about the commands listed in this guide.

Login

1. Open Internet Explorer (IE) by double clicking on the shortcut. 
2. Type the URL (<http://www.bloomu.edu/hr/ess.php>) into the IE address bar and press the "Enter" key.



3. Press the [Log into the ESS portal Quick Link](#).
4. The login screen can also be accessed from the Start menu at



Start/BU Services/ESS Portal.

5. Enter your username (full email address) and password in the account information area and press "Enter Portal."



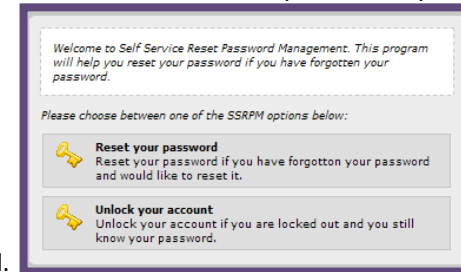
Note: Login to the ESS portal using your full email address (see example at left) and the same password that you use for network login and email. These passwords are synchronized.

Login Problems

1. Login problems can be investigated using the Account Self-Service Portal link located in the account information area.

[Account Self-Service Portal](#)

2. Select the Bloomsburg University link that appears in orange text with a solid underline. [Bloomsburg University](#)
3. Select "Reset your password" if you have forgotten your password or "Unlock your account" if you locked yourself out by trying to login with incorrect information too many times, but you still know your



password.

Change Password

You are required to change your network (computer login) password every 90 days. Your ESS password is synchronized with this password. A password reminder will begin notifying you upon login 14 days prior to expiration. Press the "Yes" button to change your password when you are ready to change your password.

The password format is as follows:

- Your password must be at least 8 characters long and not contain any part of your user name.
- It must include characters from three of the four categories (UPPERCASE, lowercase, a numeric digit 0-9, a symbol such as !, \$, %, etc.)
- It may not be changed more than once every 24 hours.
- It may not be any of your last 3 passwords.

There are two ways to change your password at any time without expiration prompt. **Do not attempt to change your password without logging off of all workstations that you are logged in to.** Go to the start bar and select "Log off" prior to attempting any password changes.

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- On Campus: Login to the computer then press the *Ctrl+Alt+Del* keys simultaneously and select the “Change Password” button.
- Off Campus: Use webmail to change your password. Login to webmail at webmail.bloomu.edu, then click on options in the upper right section of the screen, then choose change password.

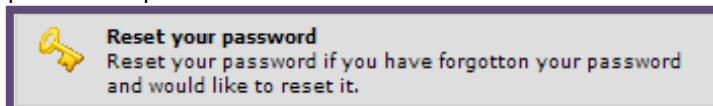
Forgotten Password

Note: The password reset system is only available for University employees.

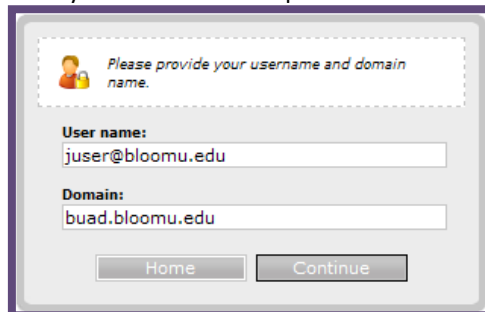
Forgotten passwords can be handled in three different ways depending upon the circumstances. Passwords can be changed using the password reset system, from webmail, or from the initial computer login screen.

Change Password: Password Reset System

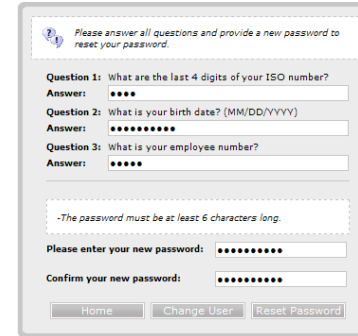
1. Login to the password reset system at <https://password.bloomu.edu/> and select the “Reset your password” option.



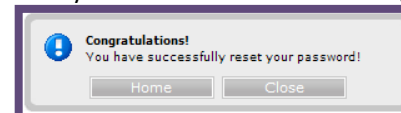
2. Enter your username and press “Continue.”

A form titled "Please provide your username and domain name." It has two input fields: "User name:" with the text "juser@bloomu.edu" and "Domain:" with the text "buad.bloomu.edu". At the bottom are two buttons: "Home" and "Continue".

3. Enter requested information and press “Reset Password.”

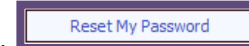
A form titled "Please answer all questions and provide a new password to reset your password." It contains three questions with corresponding answer fields: "Question 1: What are the last 4 digits of your ISO number?" (Answer: ****), "Question 2: What is your birth date? (MM/DD/YYYY)" (Answer: *****), and "Question 3: What is your employee number?" (Answer: *****). Below the questions is a note: "-The password must be at least 6 characters long." There are two password input fields: "Please enter your new password:" and "Confirm your new password:". At the bottom are three buttons: "Home", "Change User", and "Reset Password".

4. After you receive the success message, choose to go Home or Close.



Change Password: Webmail

1. Prior to logging in to webmail, press the “Reset My Password” button.



Change Password: Computer Login

1. Click the “Forgot my password...” button on your computer login screen and follow the password wizard.

The password reset system will ask you three questions:

- **What are the last 4 digits of your ISO number?**
Your ISO number is printed on the bottom right of your university identification card.
- **What is your birth date? (MM/DD/YYYY)**
Be sure to enter the slashes, full year and leading zeros (example) 01/02/1959
- **What is your employee number?**
Your employee ID number.