



First Time User

Employee Self Service

There are two ways that First Time Users can access Employee Self Service: by using **New User Registration (Create New User Account)** or **Forgot Password**. Please refer to the website for the Forgot Password User Guide.

Instructions for New User Registration

Step 1. Enter <http://www.employeeselfservice.omb.delaware.gov/> in your browser address bar.

Step 2. Select **New User Registration/Create New User Account**

Returning User
If you have already registered please select the button below. Also challenge questions & answers using **Manage My Information**.

Employee Self Service Login

New User Registration
If you have **not** already registered please select the button below to create a new user account.

Create New User Account

Step 3. Enter your User ID (Your six-digit Employee ID number and your Default Password (DE\$mmyy### = DE\$ followed by your two digit birth month, the last two digits of your birth year, and the last four digits of your Social Security Number).

Sign In With Your Account

* User Id: User Id is your six-digit Employee ID number. This has been assigned by your Human Resources Office

* Password: Default Password is = DE\$mmyy###

DE = DE
S = S
mm = your two digit birth month
yy = the last two digits of the year you were born
= the last four digits of your Social Security Number

[Use Default Password for Old Password on Next Page](#)

Step 4. 'Old' password is your Default password
When creating a new password, follow the Password Policy Rules

* Old Password

* New Password

* Confirm New Password

Challenge Questions
Your password reset challenge questions and answers are already set. However, you may overwrite/customize the questions as you

* Question1 In what city or town did you meet your spouse? * Answer1

* Question2 In what city or town was your first job? * Answer2

* Question3 Where were you when you first heard about 9/11? * Answer3

Challenge Questions and Answers

Click to reveal the Challenge questions. Select a question, provide an answer then click **Apply**.

*The Challenge Questions blank out after clicking **Apply***

Each question and answer must be unique

A confirmation message will display at the top of the screen after selecting **Apply**

If you have any questions please contact your Human Resources or Payroll Office