Employee Self-Service
Forgot User ID, Forgot Password

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

Enter [http://www.employeeselfservice.omb.delaware.gov/](http://www.employeeselfservice.omb.delaware.gov/) in your browser address bar

Select **Returning User/Employee Self Service Login**

Select **Forgot User ID**
(User ID is your 6 digit Employee ID)

Next, enter an email address and then hit **Submit**
An email will be sent instructing you to contact your Human Resource Department to receive your User ID

Using **Forgot Password**
**Note: Forgot Password** is not available unless it was previously set up by YOU.

Select **Forgot Password**

Enter your **User Login**, (6 digit Employee ID number) then select **Next**

'Old' Password is your Default password (DE$mmyyXXXX)

DE = DE

$ = $

mm = two digits of your birth month (e.g. April = 04)

yy = last two digits of the year you were born

#### = Last four digits of your Social Security Number

Enter a new password using the Password Policy Rules. Re-enter new password to confirm.

Select **Submit**