



# Changing Password & Challenge Questions & Answers

## Employee Self Service

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

**Step 2.** Select **Returning User/Employee Self Service Login**

<p><i>Returning User</i></p> <p>If you have already registered please select the button below. Also challenge questions &amp; answers using <b>Manage My Information</b>.</p> <p>Employee Self Service Login</p>	<p><i>Returning eSTAR User</i></p> <p>eSTAR Employee Login.</p> <p>After accessing Employee Self Service, click on 'DE-SSO' on the right hand corner of the screen to access the Tiles page. Then select the eSTAR Tile.</p> <p>eSTAR Employee &amp; Manager Login</p>
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**Step 3.** Enter your User ID (which is your 6 digit Employee ID), then enter your Password.

Welcome to State of Delaware Single Sign-On (DE-SSO)

Please Sign In With Your DE-SSO User Id

\* User Id:



\* Password:


Sign In

**Step 4.** The DE-SSO Home page displays. To change your **Password, Challenge Questions & Answers** select the **Manage My DE-SSO Account** tile.

Home

Application Links

 Employee Self Service	 eSTAR Standard	 eSTAR Accessibility	 eSTAR Mobile
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Manage My DE-SSO Account

## Step 5.

The **DE-SSO Account Management** page displays. The following options are not applicable for Employee Self-Service Users: Request Access, Track Requests, and Pending Approvals. Select the **My Information** tile.

Home

### DE-SSO Account Management

**My Information**  
Manage your profile, passwords and challenge questions

**Request Access**  
Subscribe to services

**Track Requests**  
Track the status of your pending requests

**Pending Approvals**  
Take action on requests assigned to you for approvals

**Application Portal**  
Access your systems

## Step 6.

\* Required fields

'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 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**

**Challenge Questions**  
Your password reset challenge questions and answers are already set. However, you may

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

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

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

\* Answer1

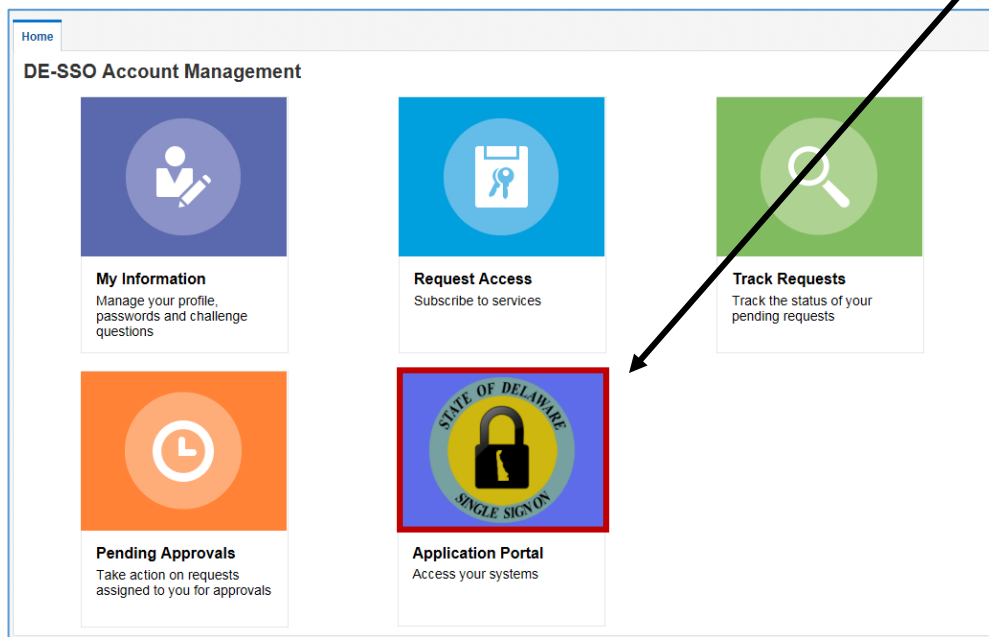
\* Answer2

\* Answer3

Apply Cancel

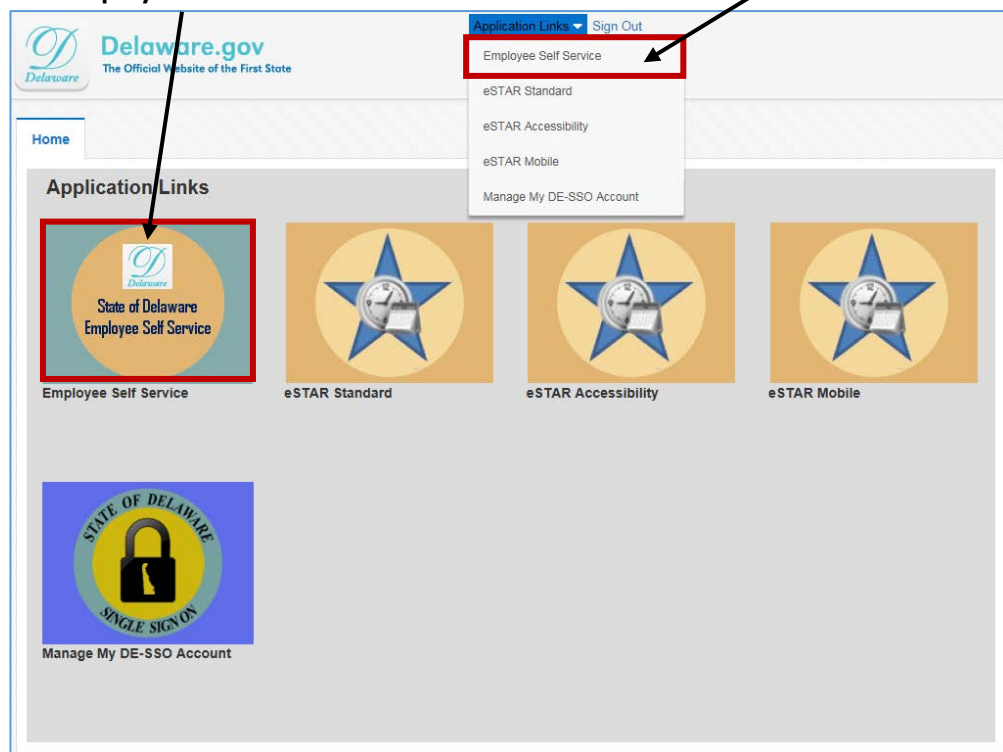
## Step 7.

To return to the **Home** page, and to access **Employee Self-Service**, click the **Application Portal Tile**.



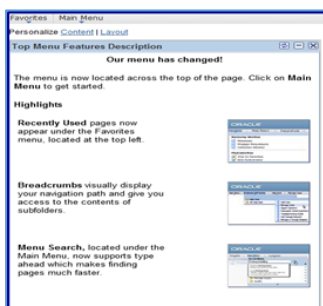
## Step 8.

To Access **Employee Self-Service** Select **Application Links > Employee Self-Service**  
Or click the **Employee Self-Service Tile**.



## Step 9.

The **Employee Self-Service** page opens



- Select **Main Menu**, then select your Self-Service functionality

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