



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 & answers using Manage My Information.</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 & Manager Login</p>
--	--

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

 <p>Employee Self Service</p>	 <p>eSTAR Standard</p>	 <p>eSTAR Accessibility</p>	 <p>eSTAR Mobile</p>
--	---	---	---



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

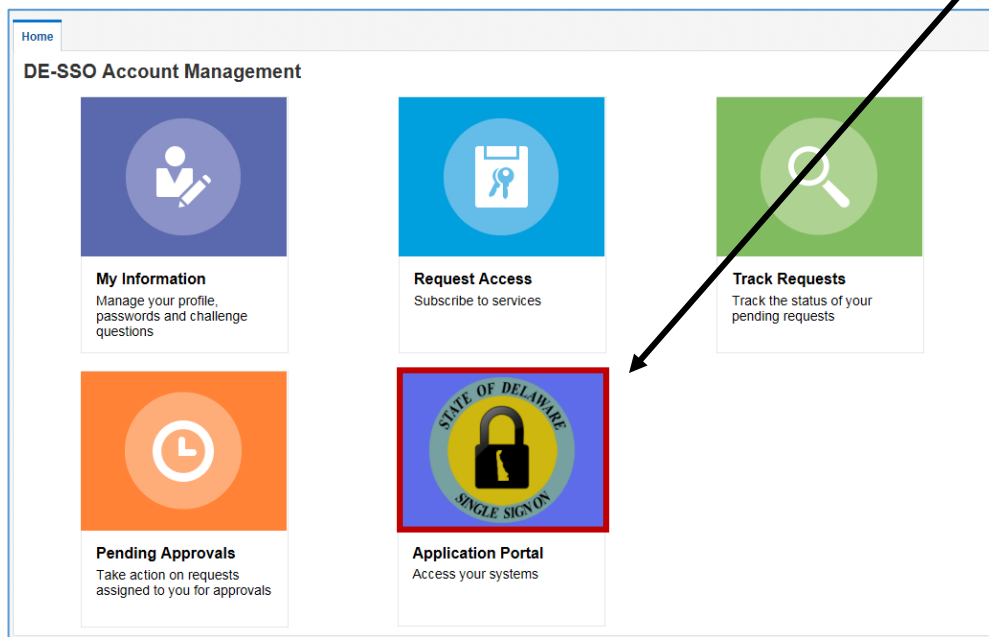
* Answer2

* Answer3

Apply Cancel

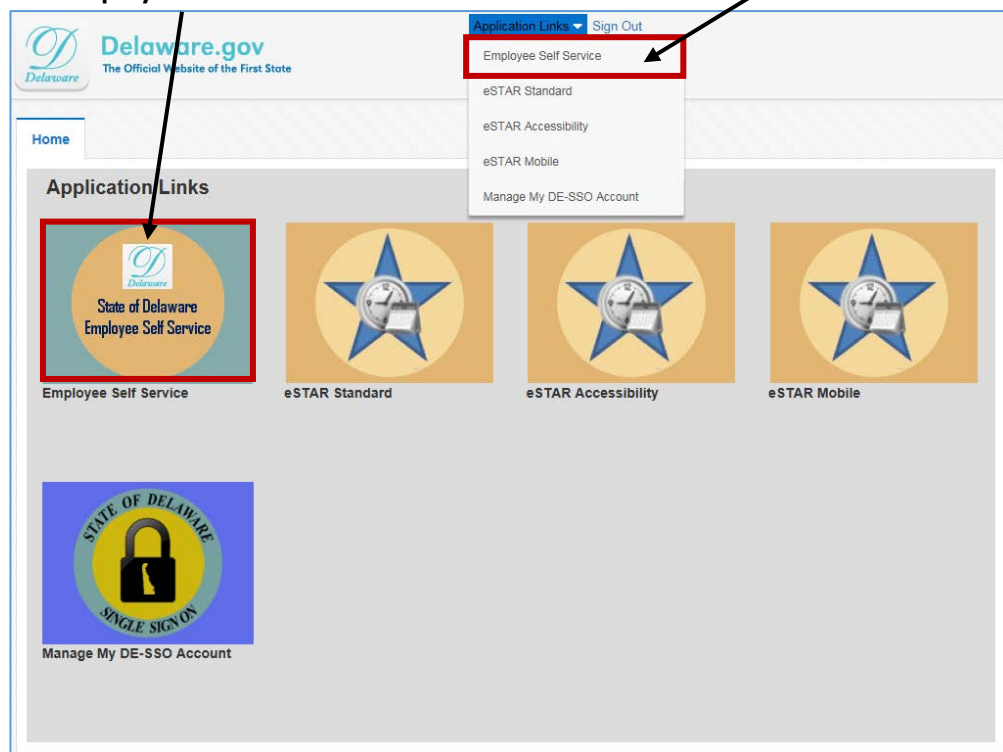
Step 7.

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 your Self-Service functionality by clicking the tile.

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