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**

**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

Login to the **Single Sign-On**

Enter **User ID** (User ID = Six-digit Employee ID number)

Enter established **Password**

Click **Sign In**
The DE-SSO Home page displays. To change your Password, Challenge Questions & Answers select My Information. The following options are not applicable for Employee Self-Service Users: Request Access and Track Requests.
‘Old’ password is your Default password
When creating a new password, follow the
Password Policy Rules

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
To Access **Employee Self-Service** Select **Application Links > Employee Self-Service**

Or click the Employee Self-Service Tile

The **Employee Self-Service** page opens

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