



Employee Self-Service

Changing Password & Challenge Questions & Answers

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

Enter <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**

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

Please Sign In With Your DE-SSO User Id

* User Id:

* Password:

Sign In

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)

[Help](#)



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**.

Delaware.gov
The Official Website of the First State

Application Links ▼ User Guides ▼ Display Settings ▼ Sign Out

Home

Application Links

State of Delaware
Employee Self Service

Employee Self-Service

eSTAR Standard

eSTAR Accessibility

eSTAR Mobile

My Information
Manage your profile,
passwords and challenge
questions

Request Access
Subscribe to services

Track Requests
Track the status of your
pending requests

Home My Information x

* Required fields

Basic User Inf

Change Passv

'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 wish by simply typing over them.

Apply Cancel

* 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 Quesitons 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 screenshot shows the Delaware.gov website interface. At the top left is the logo for Delaware.gov, "The Official Website of the First State". A navigation bar at the top right contains links for "Application Links", "User Guides", "Display Settings", and "Sign Out". A dropdown menu is open under "Application Links", listing "Employee Self-Service", "eSTAR Standard", "eSTAR Accessibility", "eSTAR Mobile", and "Refresh Application Links". Below the navigation bar is a "Home" button and an "Application Links" section. This section contains four large tiles: "Employee Self-Service" (highlighted with a red border), "eSTAR Standard", "eSTAR Accessibility", and "eSTAR Mobile". Below these are three smaller tiles: "My Information" (Manage your profile, passwords and challenge questions), "Request Access" (Subscribe to services), and "Track Requests" (Track the status of your pending requests).

The **Employee Self-Service** page opens

The screenshot shows the Employee Self-Service page. It features a "Main Menu" at the top left, a "Personalize Content | Layout" button, and a "Top Menu Features Description" section. The "Top Menu Features Description" section includes a message: "Our menu has changed! The menu is now located across the top of the page. Click on Main Menu to get started." Below this are three "Highlights" sections: "Recently Used pages now appear under the Favorites menu, located at the top left.", "Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.", and "Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster." Each highlight is accompanied by a small screenshot of the corresponding feature.

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