Forgot User ID, Forgot Password

Employee Self Service

Using Forgot User ID/Password

Enter **http://www.employeeselfservice.omb.delaware.gov/** in your browser address bar.

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

Step 1.   Using Forgot ID

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

Step 2.   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
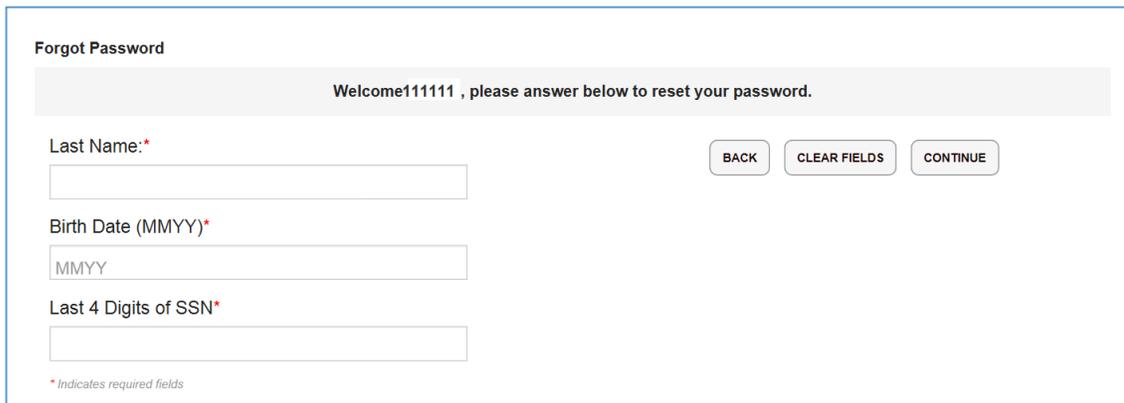
Step 1. Using Forgot Password

Select **Forgot Password**

Step 2.
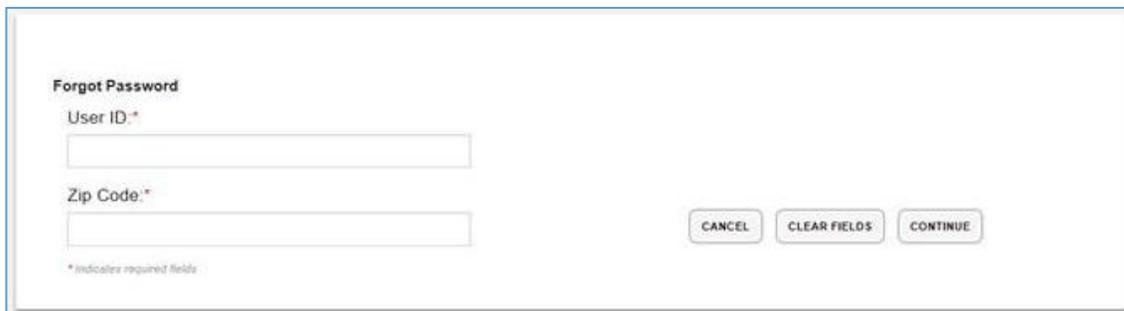
Enter your **User ID** (6 digit Employee ID number) and **Zip Code** (or Postal Code) then select **Continue**

Step 3.

Line one, enter your **Last Name**

Line two, enter the **two digits of your birth month**, **last two digits of your birth year (no characters between**, do **NOT** use a dash (-), slash (/) or space)

Line three, **enter the last 4 digits of your Social Security Number**

Click **Continue**

Step 4. Create a new password following password policy and **re-enter** the password for validation. Click **Confirm**

Reset Password

Welcome 111111 , please enter new password.

Enter new password:*

Password

Re-enter new password:*

Confirm Password

Confirm

Password Policy

Password must be at least 10 characters long.
Password must not match or contain last name.
Password must not match or contain user ID.
Password must contain at least 1 special character.
Password must contain at least 1 numeric character.
Password must contain at least 1 uppercase character.

Step 5. Final message stating you were successful

Congratulations! Your password has been successfully reset.
Please click here to access your Identity console.

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