



# 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**

<p><i>State of Delaware Users</i></p> <p>Select the button below to access Self-Service and update challenge questions &amp; answers using <b>Manage My DE-SSO Account</b>.</p> <p><b>Employee Self Service Login</b></p>	<p><i>Returning eSTAR User</i></p> <p>After accessing Employee Self Service, click on 'DE-SSO' on the right hand corner of the screen to access the Tiles page. Select the eSTAR Tile.</p> <p><b>eSTAR Employee &amp; Manager Login</b></p>
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### Step 1. Using Forgot ID

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

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

Please Sign In With Your DE-SSO User Id

\* User Id:

\* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)

[Help](#)

**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

Forgot User Id

▲ Please identify yourself \* Required field.

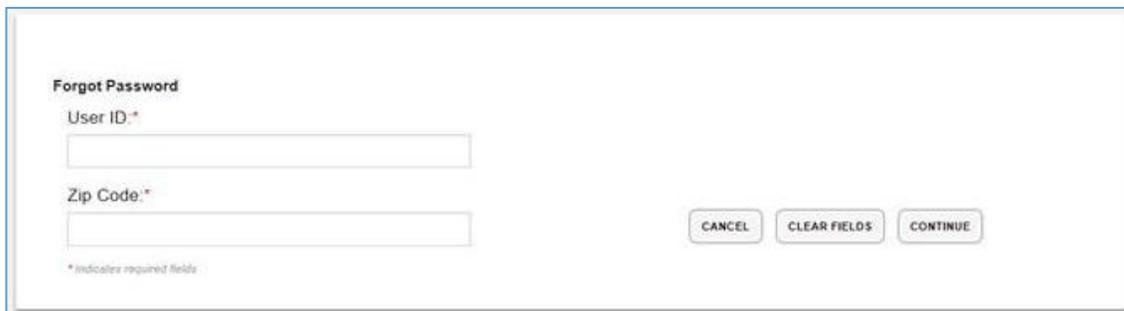
\* E-mail Address  State of Delaware Employee Services - enter work email address established when registering your account  
Public Services - enter personal email address

## Step 1. Using Forgot Password



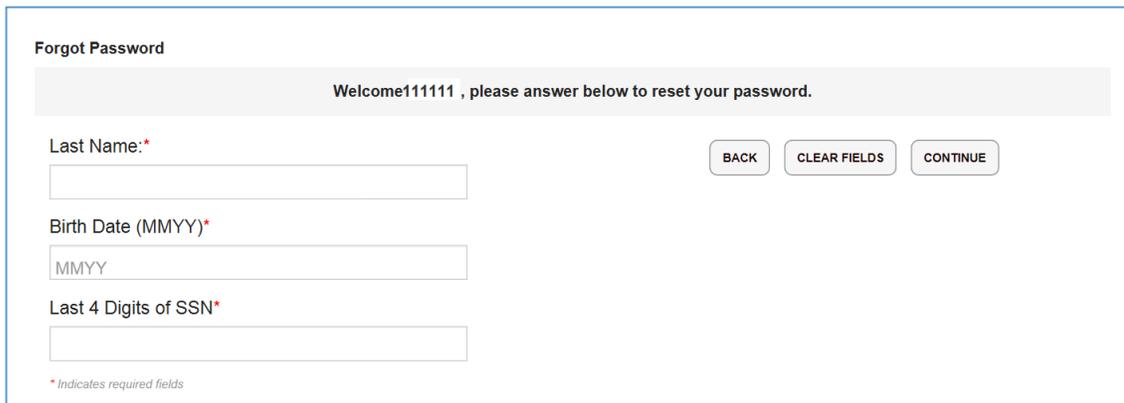
Select **Forgot Password**

## 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**

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

Reset Password

Welcome111111 , please enter new password.

Enter new password:\*

Re-enter new 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.

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**Step 5.** Final message stating you were successful

Congratulations! Your password has been successfully reset.  
Please [click here](#) to access your Identity console.

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