

# How to Access Employee Self-Service (ESS) and eTime

## Step 1: Find your PASSHE AD (ESS) Username and Reset Your Password

1. Open a web browser and go to [www.iup.edu/myiup](http://www.iup.edu/myiup).
2. Choose **Sign In to MyIUP** to log into MyIUP. You will use your IUP e-mail 4 letters and your pin (same password as moodle and d2l) to log in.
3. Select **Personal Info**.
4. Select **Password Reset Options** under personal information.
5. Look for the **Password Type** called **PASSHE password (ESS)**. This table will display your PASSHE active directory username and password. If you do not see this table, contact the Student Payroll Office by emailing [stu-pay@iup.edu](mailto:stu-pay@iup.edu).
6. Write down your PASSHE AD username. It will be in the format `40username@passhe.lcl` and your username will replace *username*.
7. Please click on the checkbox to change your PASSHE Password, then click on the Box labeled “**Set Selected Passwords**”. (Be patient while the password reset application launches.)
8. Continue through the screens to reset your PASSHE AD password, **reading the password requirements very carefully**.
9. After you’ve successfully reset your PASSHE AD password, exit MyIUP.

## Step 2: Set up Your ESS Account for Self-Service


You are required to set up your account for self-service (resetting your own password) even though this function is available in URSA. You must do this before actually logging into ESS.

1. Open a web browser and go to <https://portal.passhe.edu/>.
2. Select **Account Self-Service**. This will appear in the blue menu bar.
3. Select **Indiana University**.
4. Select **Set up Your Account for Self-Service** from the Welcome to the Active Directory Account Self-Service Portal menu.
5. Enter your PASSHE AD username and enter the password you set in step 8 above.
6. Enter a 4 digit pin of your choosing. Do not use anything that someone would easily associate with you.
7. Select a security question from the list, and then enter your answer to the question.
8. Enter your own unique security question, and the answer to the question.
9. Click **Submit**.

**Note:** Because MyIUP has a password reset feature for PASSHE AD, you may not need to use the self-service portal again, but you are required to establish a PIN number, two security questions and their responses.

### Step 3: Log into ESS and Use eTime

1. Open a web browser and go to the PASSHE Employee Self-Service (ESS) portal at <https://portal.passhe.edu>
2. Log on with your PASSHE AD username and password that you set in step 8 above.
3. Select the **eTime** tab. If you do not see the **eTime** tab, contact the Student Payroll Office at 724-357-2510.
4. To enter hours select **my time sheet**.
5. Select the correct department making sure that the position has the dates

 **Position Valid: 05/21/2012 - 12/31/9999**

6. Enter the dates and times that you work and add them
7. When ready, select the time frames and sign them by clicking sign below the hours you entered. These go straight to your supervisor to approve. Once you sign the hours you cannot edit them.

If you do not have an eTime tab or if you have any other problems, contact the Student Payroll Office by emailing [stu-pay@iup.edu](mailto:stu-pay@iup.edu).