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Subject: Employee Self Service Logon Change

Employee Self Service Logon Change

Currently, logging on to the Employee Self Service (ESS) website requires the use of either your CHRIS Employee ID or your SSN. Effective August 22, 2006 the logon process for ESS will change and you will no longer be able to use your SSN as a logon name. You will however be able to continue to use your CHRIS Employee ID.

To replace the use of SSN, a new Username will be assigned to each ESS user. This Username will be based on a combination of your last and first name. During the period of July 18th through August 21st, you will still be able to use your SSN to login to ESS. During this period, ESS will display your new Username on the Welcome page. Please make note of this Username and immediately start using it.

If you wish, you can change your Username by clicking on the "Change Username" menu item which will appear at the very top of the ESS Welcome page. In addition, there is a link in the General Information box on the ESS Welcome page where you can update your Username. Keep in mind that Usernames must be unique and the system will prevent you from using a name that already exists.

It is important for you to know that this change will not affect your current ESS password. Also, for those of you that use the MIS Application Gateway, the new ESS Username will also serve as your MIS Application Gateway Username. When changing the username, if you change it in one place, it will automatically change in the other.

Questions concerning this change should be addressed to ESSSupport@hq.doe.gov.