

Unlocking your ESS Account

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Step 1 – Access the Forgotten Password page

On the **Employee Self Service Sign-in** page:

- ▶ Click on the [Forgot your ESS User ID or Password?](#) link (circled below).



Clicking the [Forgot My Password](#) link will take you to the Reset ESS username or password page.

Desktop View & Mobile View

A screenshot of the Employee Self Service login page. At the top, there is a header with the IRIS logo and the text "The Republic of Trinidad & Tobago Integrated Human Resource Information System". Below this, the title "Employee Self Service" is centered. Under the title, there are two input fields: "ESS User ID" and "Password". Below the "Password" field, there is a link "Forgot your ESS User ID or Password?" which is circled in red. Below this link is the text "Sign up for Employee Self Service". At the bottom, there is a green "Sign In" button.

IRIS | The Republic of Trinidad & Tobago
Integrated Human Resource Information System

Employee Self Service

ESS User ID

Password

[Forgot your ESS User ID or Password?](#)

Sign up for Employee Self Service


Sign In

- ▶ Go on to **Step 2**.

Unlocking your ESS Account - continued

Step 2 – Enter your EmplID Number and Email address

On the **ESS user can reset their password via email** page:

- ▶ Enter your Employee ID Number in the **EMPLID** field (You can find your Employee ID Number on your Payslip).
- ▶ Enter your Email Address in the **Email Address** field.
- ▶ Click the  button.

Desktop View & Mobile View

Reset ESS User ID or Password?

ESS users can reset their password via email

Instructions

- Enter your **EMPLID (IHRIS Employee ID)** (found above your name on your payslip)
- Enter your email address for ESS
- Click the **"Email New Password"** Button to submit

*EMPLID

?

*Email Address

Email New Password



Return to Login Page

- ▶ Go on to **Step 3**.

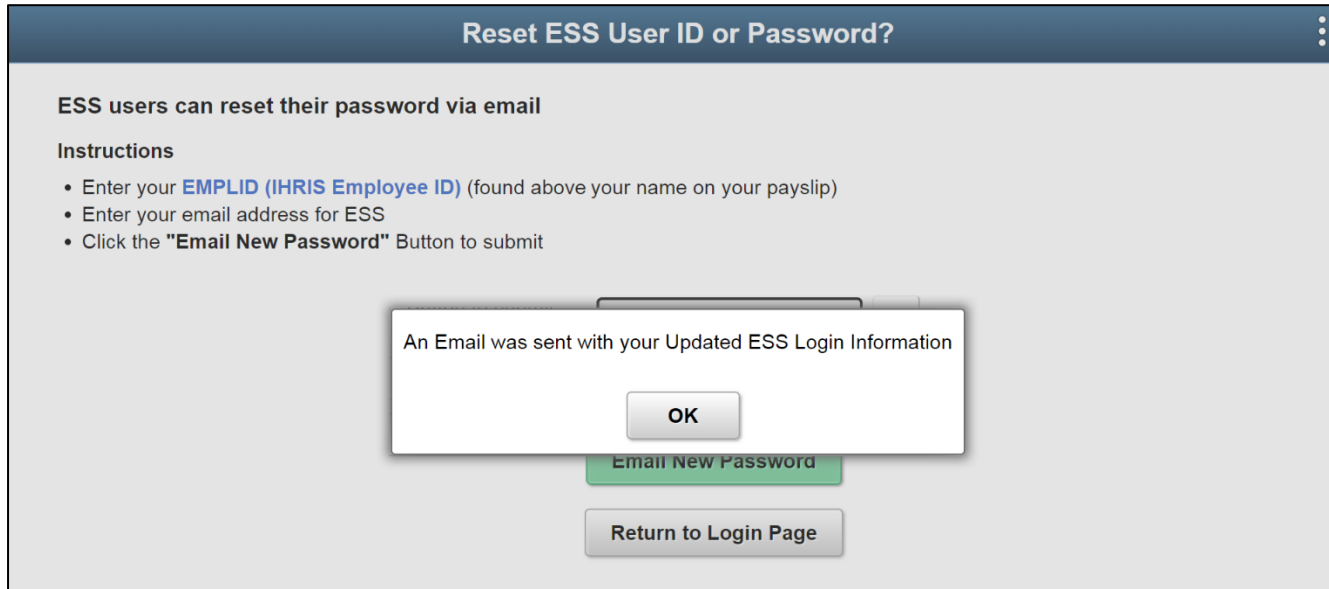
Unlocking your ESS Account - continued

Step 3 – Sent Email Notification

On the **ESS users can reset their password via email** page:

- ▶ A message will pop up notifying you that an Email was sent with your Updated ESS Login information.
- ▶ Click the  button to acknowledge and close the notification.
- ▶ Next, click on the  button to return to the **Employee Self Service Sign-on** page.

Desktop View & Mobile View



The screenshot shows a web interface titled "Reset ESS User ID or Password?". Below the title, it says "ESS users can reset their password via email". Under "Instructions", there are three bullet points: "Enter your EMPLID (IHRIS Employee ID) (found above your name on your payslip)", "Enter your email address for ESS", and "Click the 'Email New Password' Button to submit". A white notification pop-up is centered on the screen with the text "An Email was sent with your Updated ESS Login Information" and an "OK" button. Below the pop-up, the "Email New Password" button is highlighted in green, and the "Return to Login Page" button is visible below it.



Clicking the  button will take you to the Employee Self Service Sign-on page.

- ▶ Go on to **Step 4**.

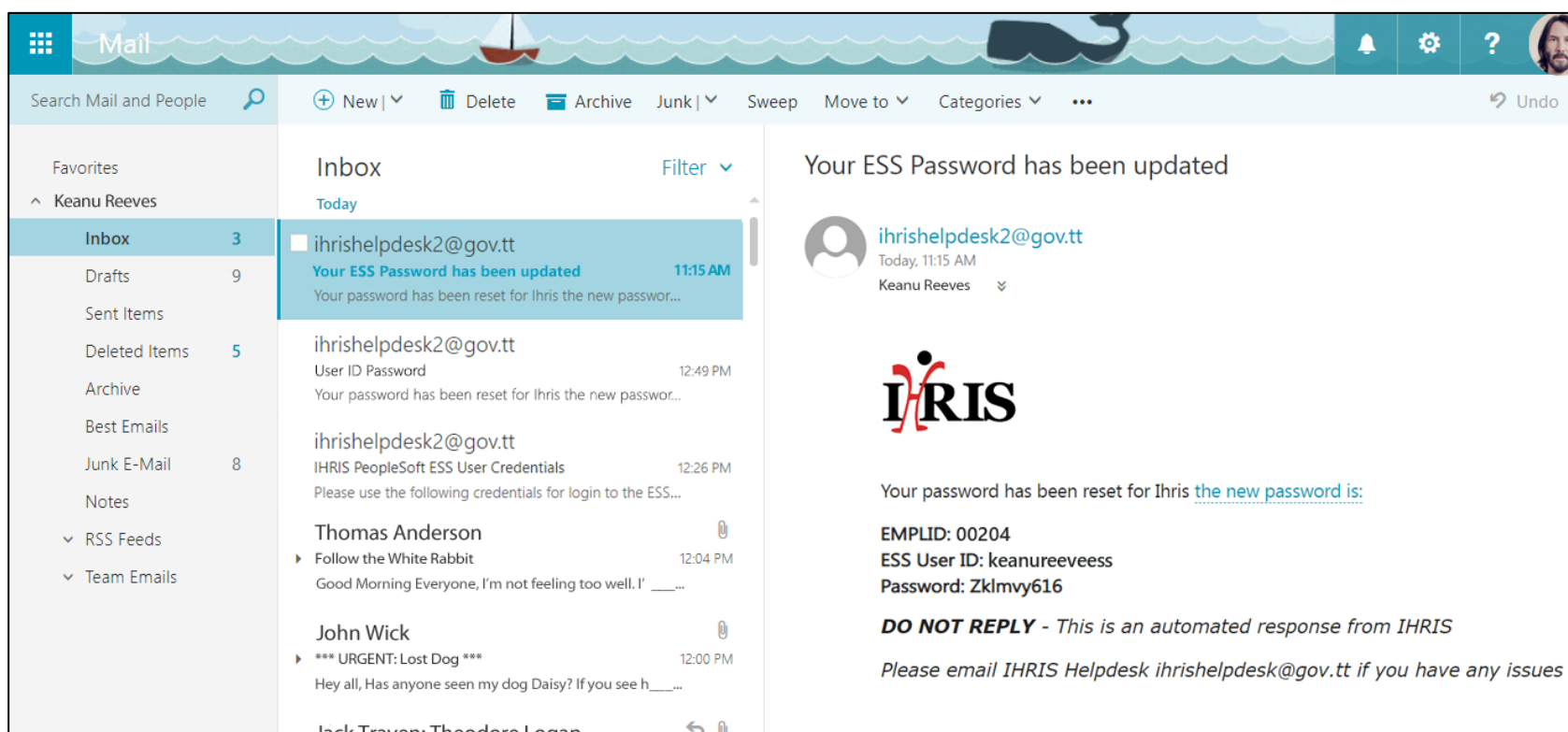
Unlocking your ESS Account - continued

Step 4 – Retrieve your ESS User ID and/or Password from your Email.

In your preferred web browser:

- ▶ Open your Email Inbox in a separate tab or a new window:
- ▶ Confirm that you have received an email with the subject “Your ESS Password has been updated”.
- ▶ Take note of your new password and return to the **Employee Self Service Sign-in** page.

Desktop View & Mobile View




- ▶ Go on to **Step 5**.

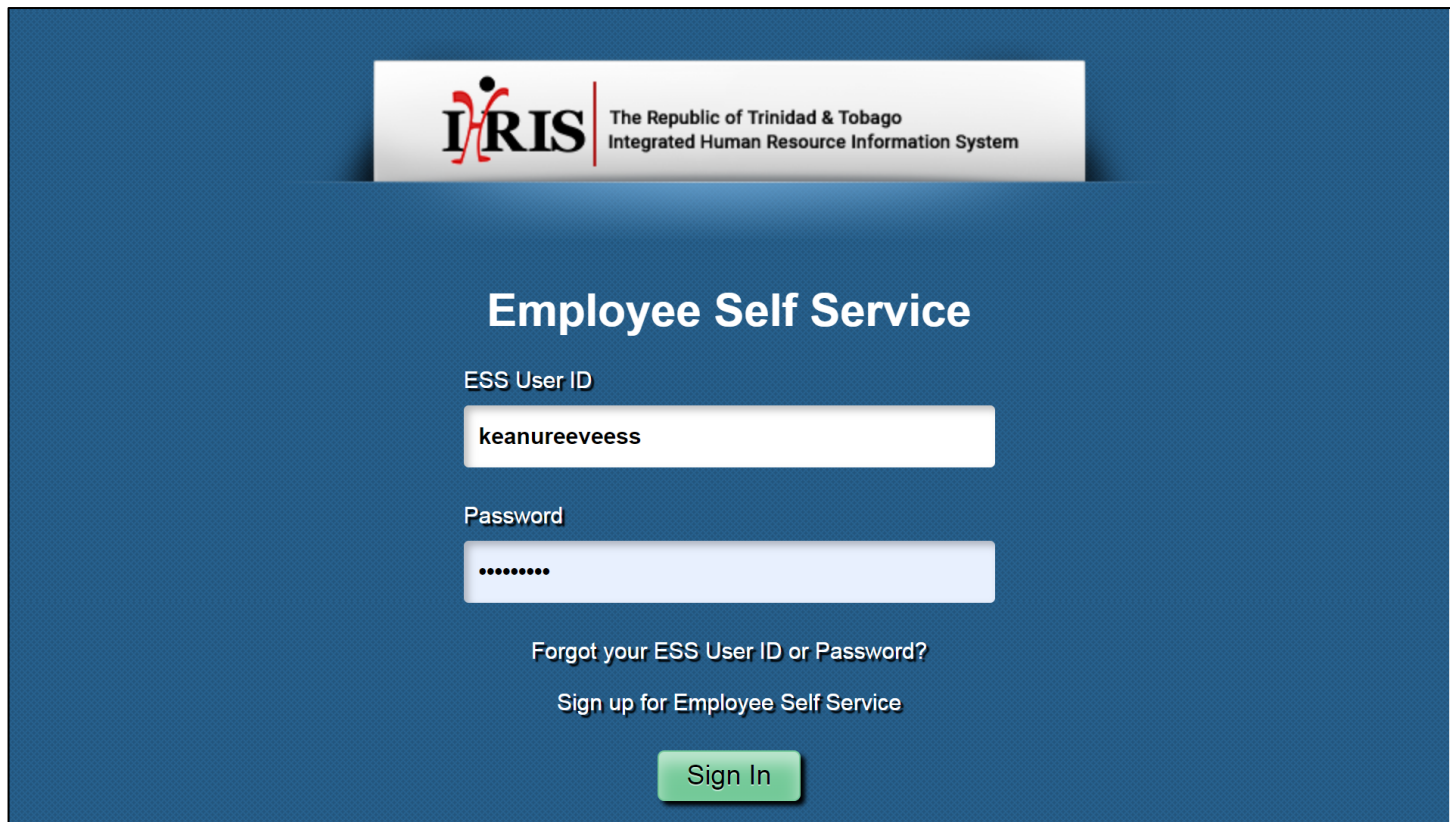
Unlocking your ESS Account - continued

Step 5 – Access the ESS Portal with your New Password

On the **Employee Self Service Sign-in** page:

- ▶ Enter your ESS User ID and your New Password into the **ESS User ID** and **Password** fields respectively.
- ▶ Click on the  button to gain access into the ESS Portal.

Desktop View & Mobile View



- ▶ Go on to **Step 6**.

Unlocking your ESS Account - continued

Step 6 – Access the ESS Portal with your New Password - continued



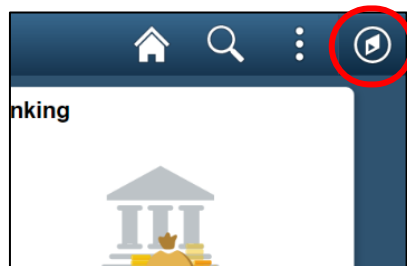
Clicking on the **Sign In** button should give you entry into the ESS Portal and access to your ESS Profile.

Desktop View & Mobile View

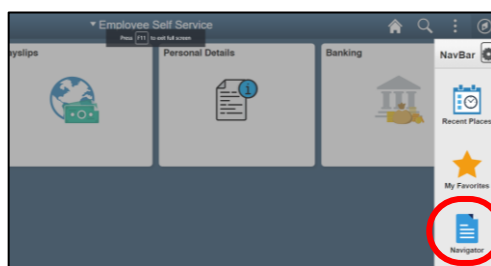


To access the My System Profile ESS page via the NavBar:

1 Click on the **NavBar** icon



2 In the **NavBar** menu:
▶ Click the **Navigator** icon



3 In the **Navigator** menu:
▶ Click the **My System Profile ESS** component

