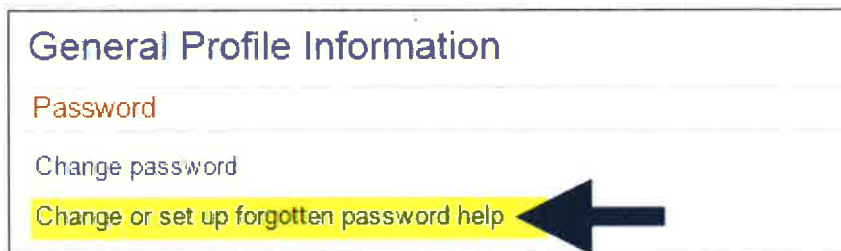# Setting Up "I Forgot My Password" – VERY IMPORTANT!

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password or if it expires.

Directions: Navigate to **Main Menu > My Profile**. The My System Profile page will appear. Be sure to complete Parts 1 & 2.

PART 1: SECURITY QUESTION:

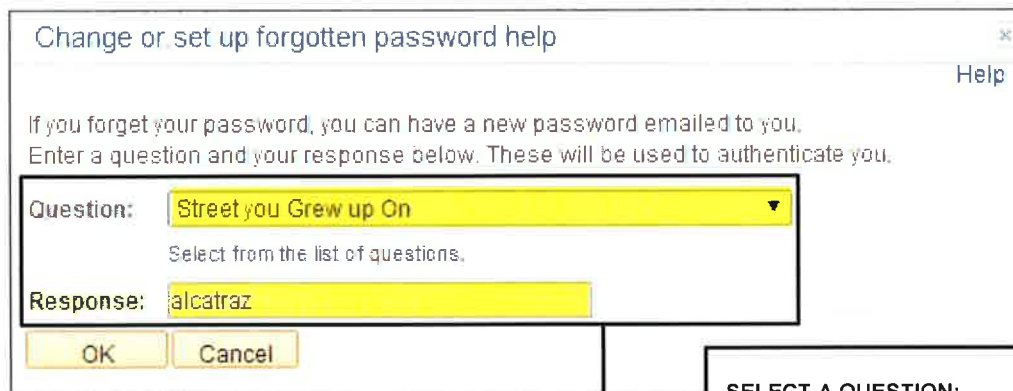Click the link that says **Change or set up forgotten password help**.

> ### General Profile Information
>
> Password
>
> Change password
>
> Change or set up forgotten password help

Select a security question and enter a response, then click **OK**. Your response is *not* case sensitive.

> ### Change or set up forgotten password help
> Help
>
> If you forget your password, you can have a new password emailed to you.
> Enter a question and your response below. These will be used to authenticate you.
>
> | Question: | Street you Grew up On ▼ |
> | | Select from the list of questions. |
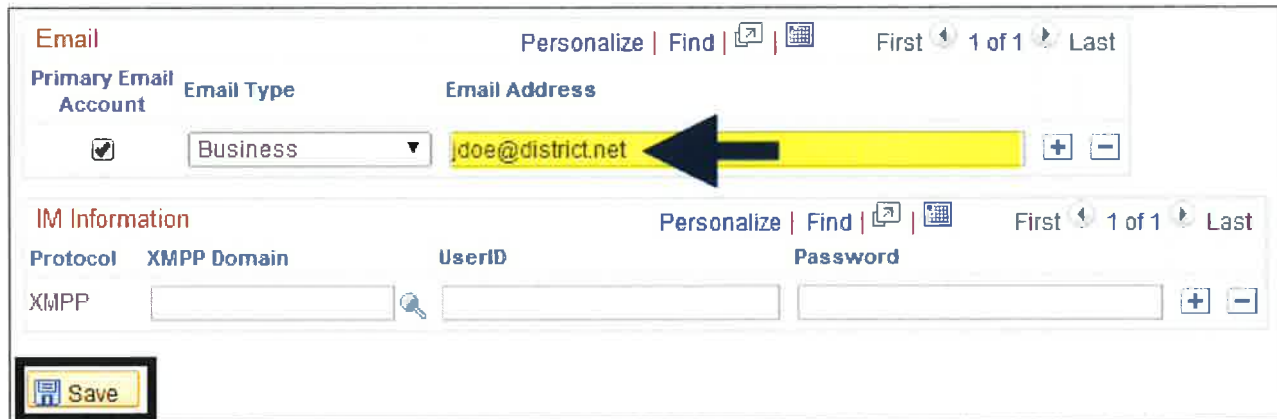> | Response: | alcatraz |
>
> OK   Cancel

SELECT A QUESTION:
- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- Who is your favorite childhood hero?

TYPE A RESPONSE:
Enter a response you will remember later!
What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

PART 2: EMAIL ADDRESS:

In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password. This is also the address that is used for absence request email notifications sent to and from your manager. Click **Save** to save your changes.
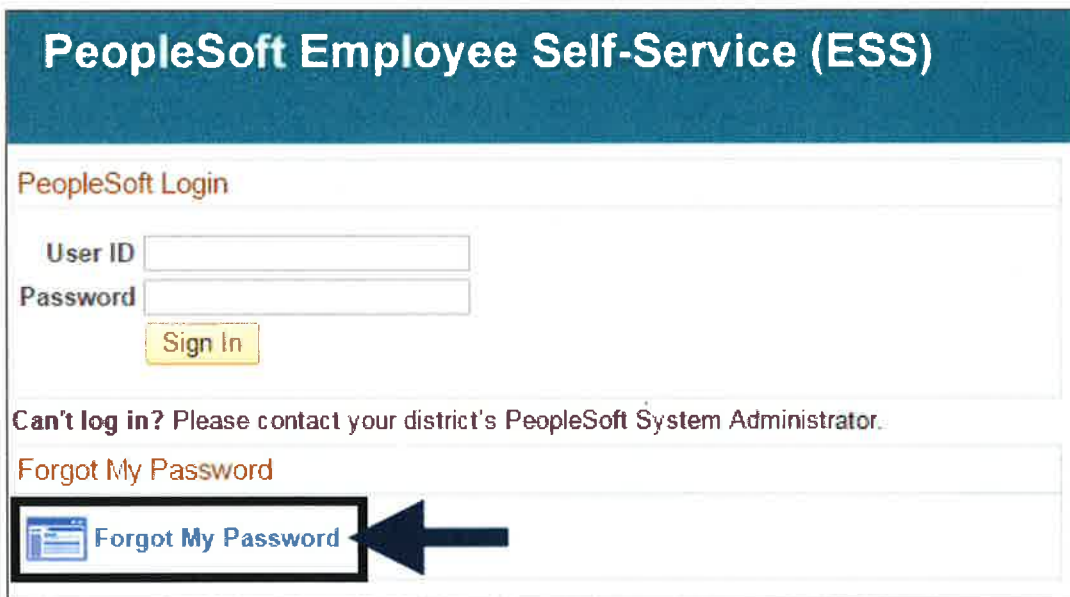

If necessary, click **Home** to go to the Home page.

Resetting a Forgotten or Expired Password

You may follow these directions to reset a forgotten or expired password if you have previously set up "I Forgot My Password" (p.4). If you did not set this up, please contact your district's PeopleSoft Security Administrator and ask them to reset your password. Be sure to enroll in "I Forgot My Password" for future use!

Directions:

1. Go to https://ess.erp.sdcoe.net. This is the URL for PeopleSoft Employee Self-Service (ESS).

2. Click **Forgot My Password**.

PeopleSoft Employee Self-Service (ESS)

PeopleSoft Login

User ID	
Password	

Sign In

Can't log in? Please contact your district's PeopleSoft System Administrator.

Forgot My Password

Forgot My Password

3. Enter your six-digit User ID (no hyphen). Click **Continue**.

Forgot My Password

If you forgot your password, or your password has expired, you can have a temporary password emailed to you. NOTE: In order to use this feature, you must have a valid email address on file.

Enter your User ID below (no hyphen). This will be used to find your profile and authenticate you.

User ID: 123456

Continue

4. Type the answer to your security question (not case sensitive). Click **Email New Password**.

> Please answer the following question below for user validation.
>
> **Question:** What street did you grow up on?
>
> **Response:** [ ]
>
> Email New Password

5. The screen will say, "Your password has been emailed." You can now close this window/tab.

> ## Password Emailed
>
> ✔ Your password has been emailed.

6. Check your email account associated with your PeopleSoft user. Open the message titled *Temporary PeopleSoft Password*. It will contain a temporary password.

! ⌂ ◻ 🖉	FROM	SUBJECT
◢ **Date: Today**		
	SDPP91@Cherryroad.com	**Temporary PeopleSoft Password**
	Dear PeopleSoft User,	
	Here is your temporary password that you can use to log into PeopleSoft.	

7. Use Ctrl+C to copy the temporary password (like *eBDuJ2pW*, for example) found in the email message.

8. Go back to the login page at https://ess.erp.sdcoe.net. Enter your User ID (six-digit employee ID) and temporary password. For ease, use Ctrl+V to paste your temporary password. Click **Sign In**.

> PeopleSoft Login
>
> User ID 123456
> Password ....
> Sign In
>
> **◀ Paste (Ctrl+V) your temporary password.**
>
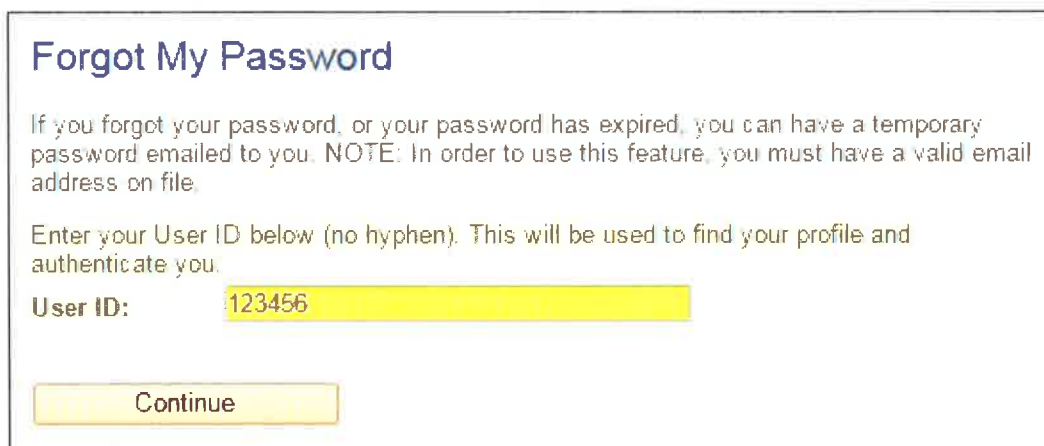> **Can't log in?** Please contact your district's PeopleSoft System Administrator.
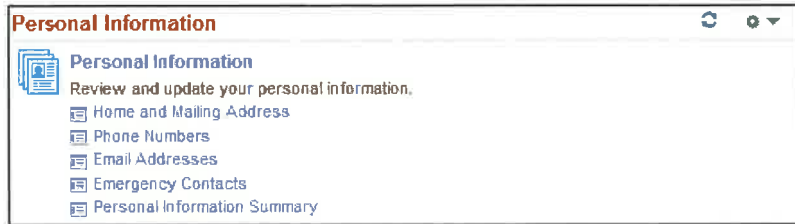>
> Forgot My Password
>
> 🖹 **Forgot My Password**

Editing Personal Information

*Use the Personal Information pagelet to update your address, phone number, email address, and emergency contacts. **NOTE:** For a name change, you must contact the HR Department.*

To view/update your personal information, use these links:

Personal Information   ↻   ⚙ ▼

Personal Information
Review and update your personal information.
- Home and Mailing Address
- Phone Numbers
- Email Addresses
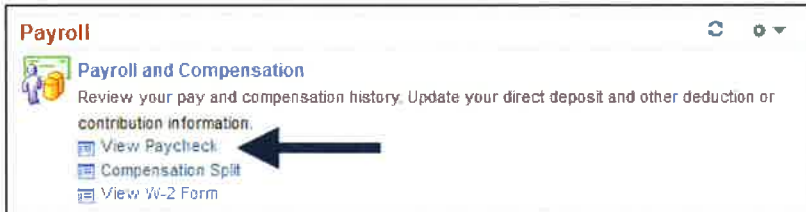- Emergency Contacts
- Personal Information Summary

- **Home and Mailing Address:** Edit an existing address or add an additional one (like add a mailing address, for example).

- **Phone Numbers:** Edit your home phone number or add an additional one (like a cell phone). If you have multiple numbers, one must be marked "Preferred."

- **Email Addresses:** Add an email address. Note the system does not allow you to delete your sdcoe.net (Business) email address on file.

- **Emergency Contacts:** Add or edit your emergency contacts.

- **Personal Information Summary:** Lists a summary of your personal information. You cannot make any updates from this page, it is view only.
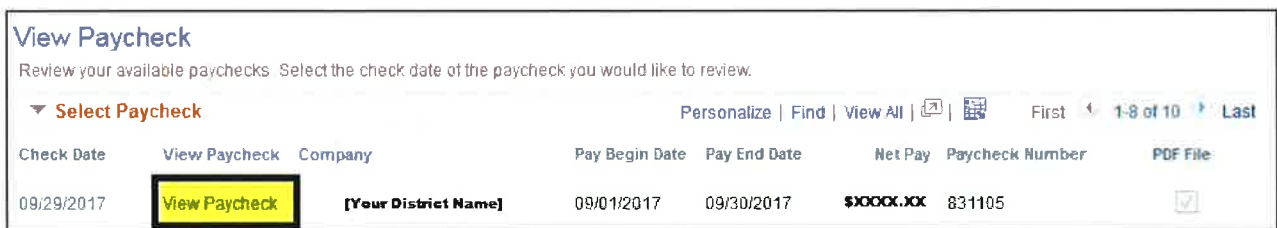
Viewing Your Paycheck

View a PeopleSoft Paycheck

Directions:

1. On the Home page, click **View Paycheck**. The View Paycheck screen will appear.

2. You will see a list of paychecks in PeopleSoft. To view the paycheck, click the View Paycheck link. This will open up a PDF in a new window/tab. (Verify that pop-up blockers are disabled.)

See the sample paycheck on the next page.

View Compensation Split

After a paycheck is available, click the **Compensation Split** link to view your earnings in greater detail. Multiple Components of Pay (MCOPs), additional pays, stipends, payroll earnings, and items which add to the total gross are listed as line items with corresponding values.

View W-2

Click the **View W-2 Form** link to view your W-2. The most current year's W-2 is displayed. Click **View a Different Tax Year** to see a prior year W-2.

View an Historical Paycheck

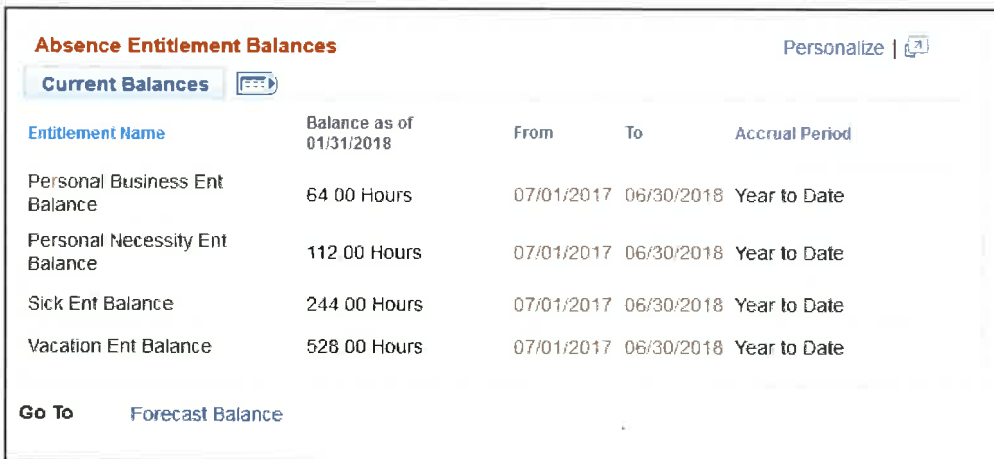There are two ways to view historical paychecks.

- **Before logging into ESS:** Use the link on the PeopleSoft ESS login screen.
- **After logging into ESS:** Go to **Main Menu > Historical Paycheck**.

View Current Balances and Forecast

To view current balances and forecast, use the Absence Balances screen. For the Current Balance, PeopleSoft always looks at the finalized absence period. After payroll runs each month, you will see the balances from the previous finalized absence period.

Directions:

1. On the Home page, click **Absence Balances**. The Absence Balances screen will appear.

2. This screen shows your current balances. The current balances do not reflect absence requests not processed by payroll. NOTE: When your district first starts using PeopleSoft and the first payroll has not yet run, no current balances exist; the screen will say "There are no current balances to display" and you will have 0.00 hours. You must forecast in Step 3 to see your balances.
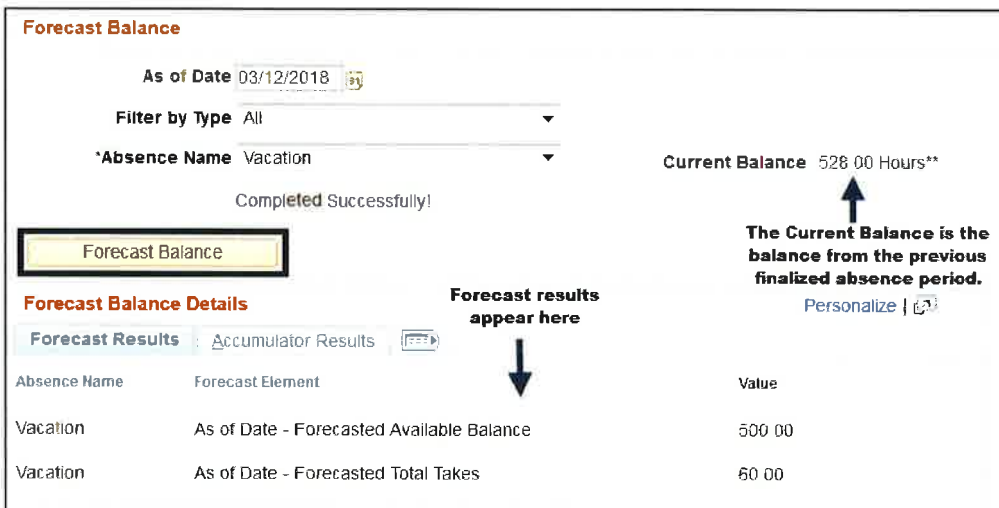
Absence Entitlement Balances   Personalize | 🔁

Current Balances

Entitlement Name	Balance as of 01/31/2018	From	To	Accrual Period
Personal Business Ent Balance	64 00 Hours	07/01/2017	06/30/2018	Year to Date
Personal Necessity Ent Balance	112 00 Hours	07/01/2017	06/30/2018	Year to Date
Sick Ent Balance	244 00 Hours	07/01/2017	06/30/2018	Year to Date
Vacation Ent Balance	528 00 Hours	07/01/2017	06/30/2018	Year to Date

Go To   Forecast Balance

3. You can forecast balances to see if you have enough sick leave, vacation, and so on, as of a certain date. To do this, click the **Forecast Balance** link (found at the bottom of the screen). This will take you to a different screen.

4. Enter the **As of Date** and **Absence Name**. Click **Forecast Balance**. Review the forecasted balance details.

Forecast Balance

As of Date 03/12/2018 📅

Filter by Type All ▼

*Absence Name Vacation ▼   **Current Balance** 528 00 Hours**

Completed Successfully!

⬆ *The Current Balance is the balance from the previous finalized absence period.*

Forecast Balance

Forecast Balance Details   *Forecast results appear here*   Personalize | 🔁

Forecast Results Accumulator Results

Absence Name	Forecast Element	Value
Vacation	As of Date - Forecasted Available Balance	500 00
Vacation	As of Date - Forecasted Total Takes	60 00