Purpose

Title

Set Preferences

What You Will Learn

Upon completion of this process, you will be able to set your ESS preferences.

Overview of the Business Process

Perform this procedure when you want to:

- Set up your ESS home page.

**Please note:** This will only be required the first time you log in.

You can select the tiles you wish to view, as well as the wallpaper you wish to have on your display screen.

Note: Your ESS user name is your Personnel Number preceded by a capital P (For example, P4001234).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.
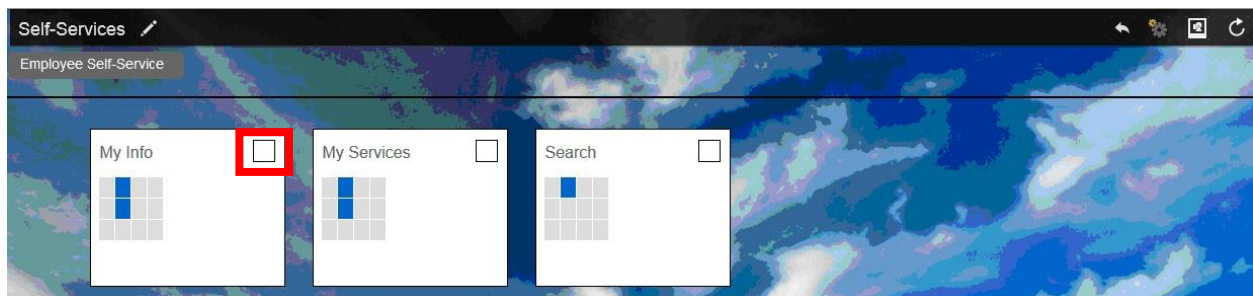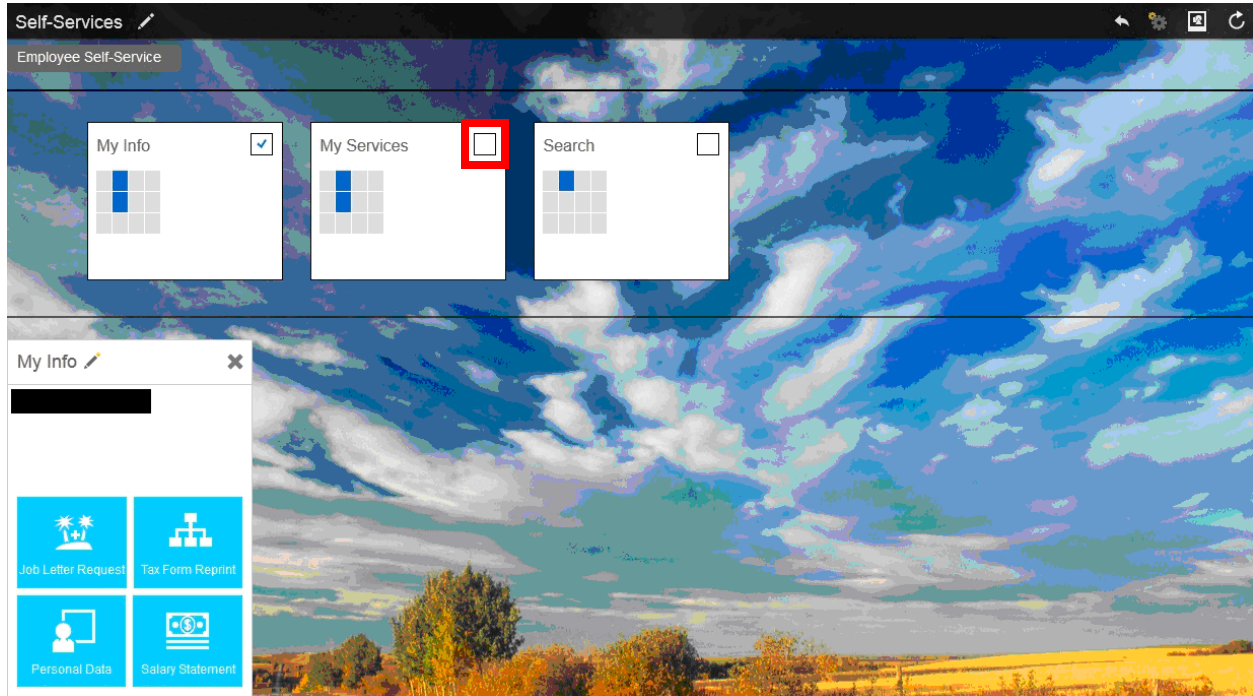
Procedure

Employee Self-Service
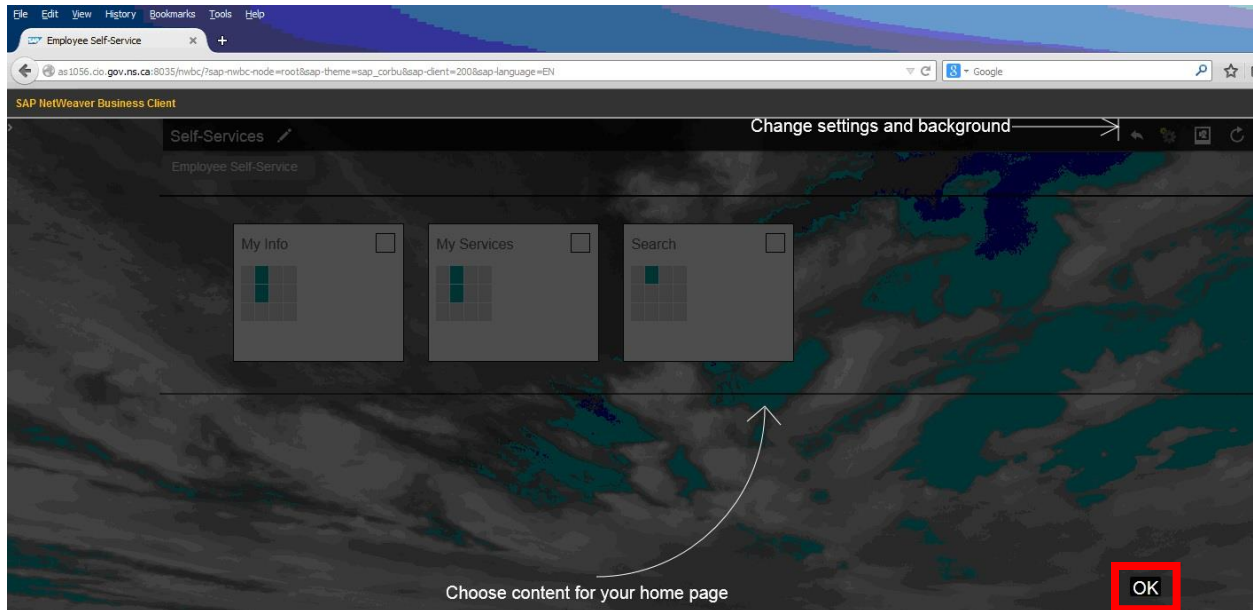
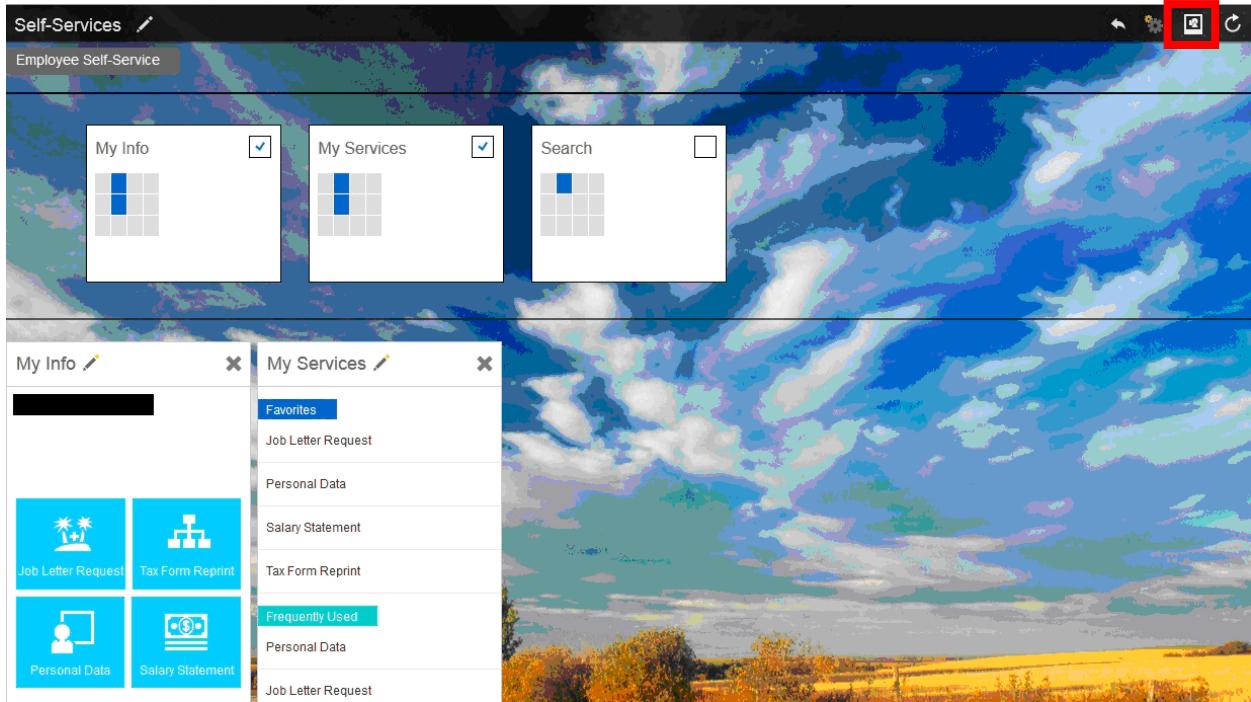**1.**   Click the **OK** button.

Employee Self-Service

2.   Click the checkbox for **My Info**.

Employee Self-Service
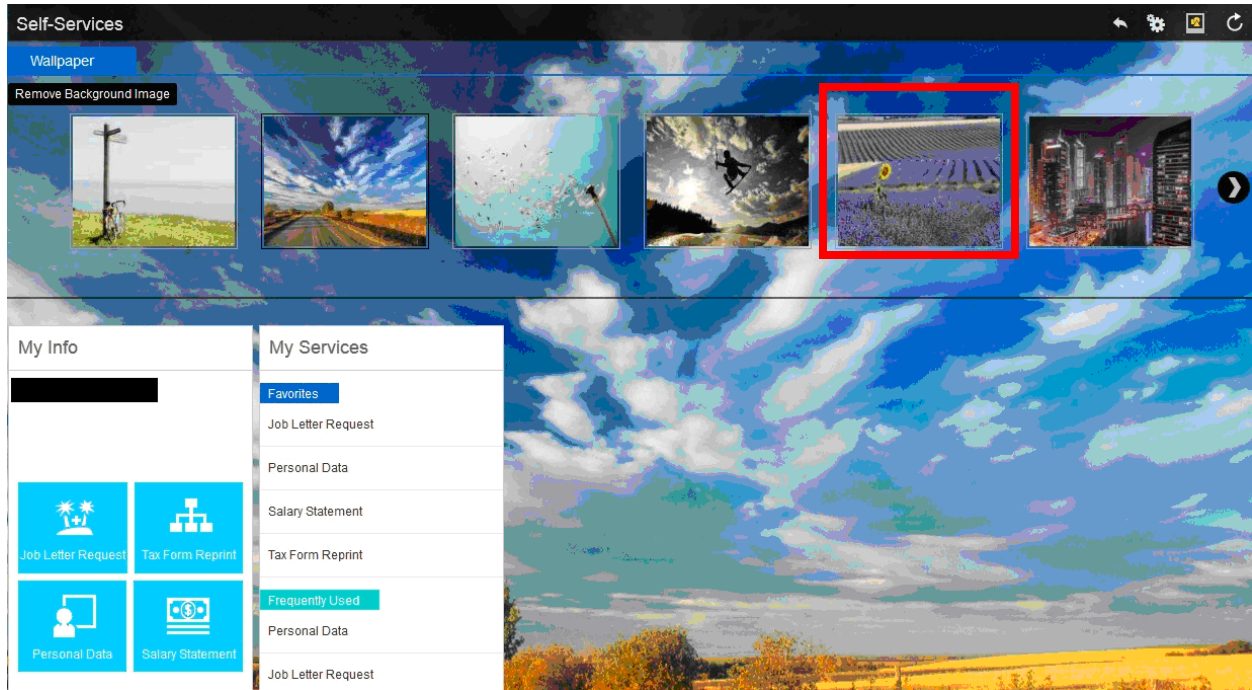

3.   Click the checkbox for **My Services**.

Employee Self-Service

4.

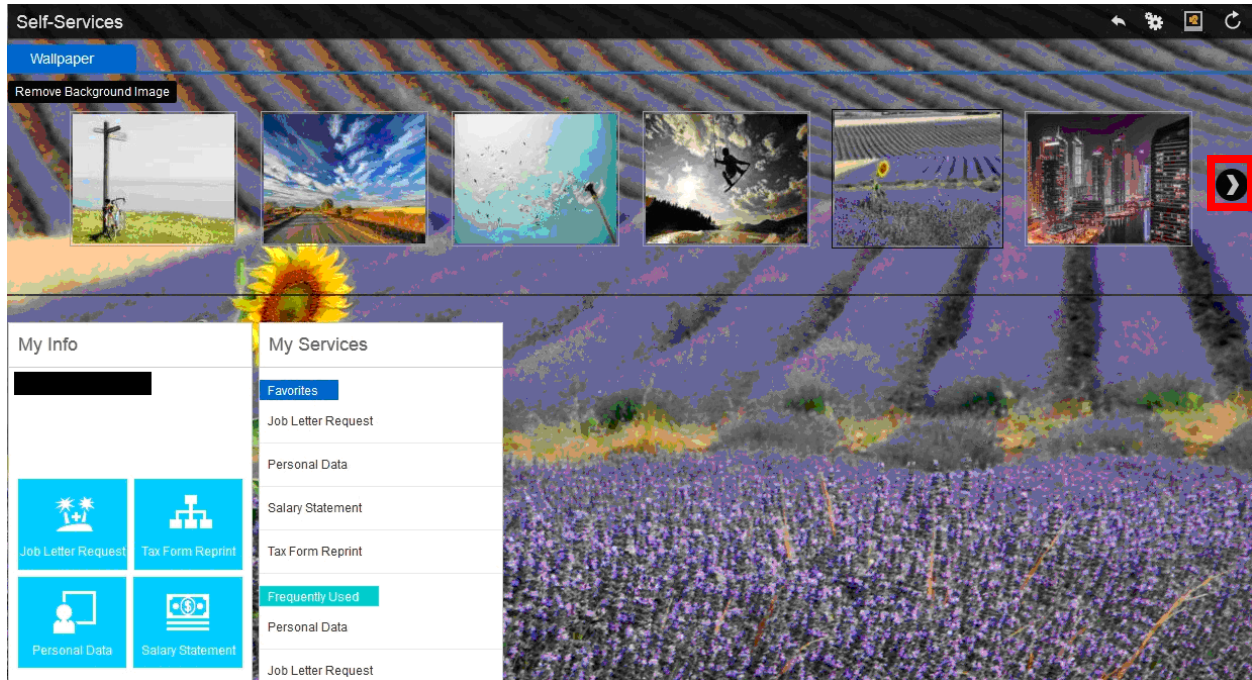Click the **Toggle Theming** button to select your wallpaper.

Employee Self-Service

5. Click the wallpaper you want to display.

Employee Self-Service

You can also click the button to display more wallpaper choices.

6.

Click the **Toggle Theming** button to confirm your wallpaper selection.

Result

You have completed the process for setting your ESS preferences.