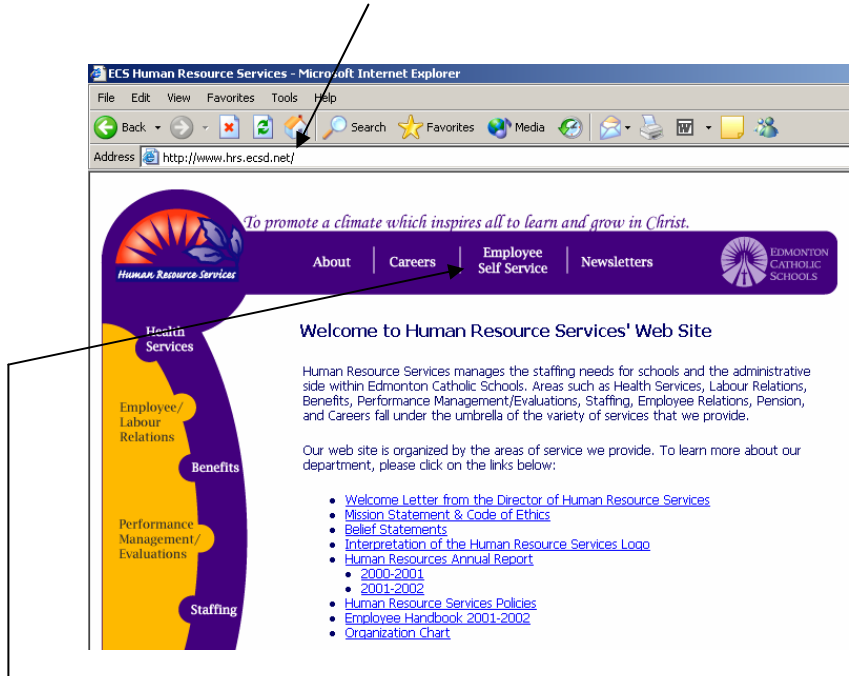
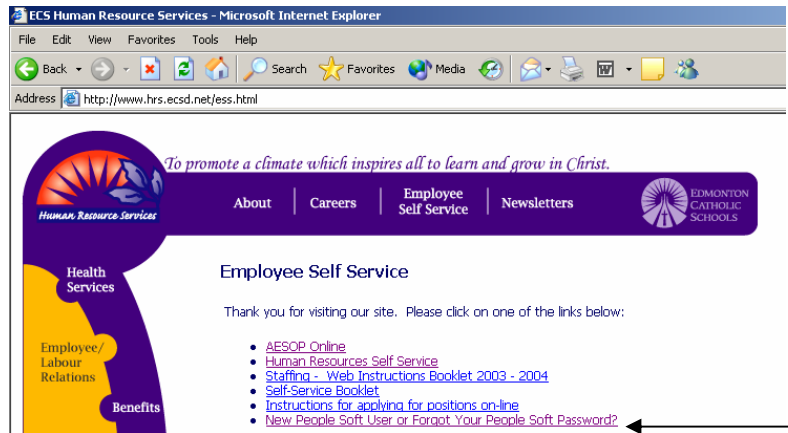


PeopleSoft instructions. (To access the Human Resource Services' Web Site)

- 1) Open your browser.
- 2) Type: <http://www.hrs.ecsd.net/> in the Address bar.
- 3) Press **Enter**.

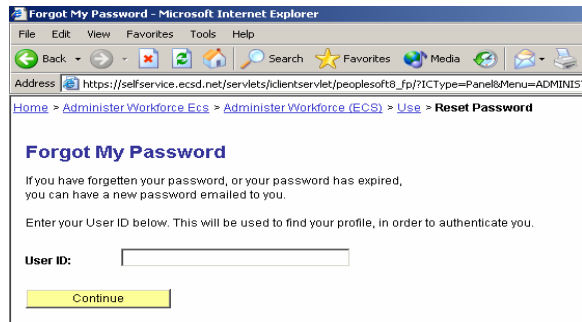


- 4) Click on **Employee Self Service** to display the following screen



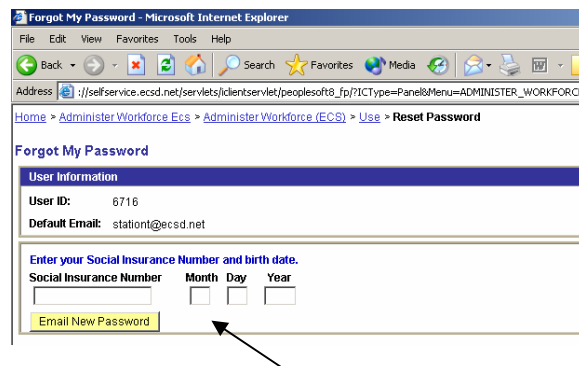
*** If you are a new user of this system or if you have forgotten your password, click: [New People Soft User or Forgot Your People Soft Password?](#) , and proceed to steps 1) to 6) on page 2.**

1) Click **OK** in the Security Alert that appears to display the following dialog box.



2) Type your **User ID**. (The User ID is the number that is located on your pay stub just to the right of your name).

3) Click **Continue**.



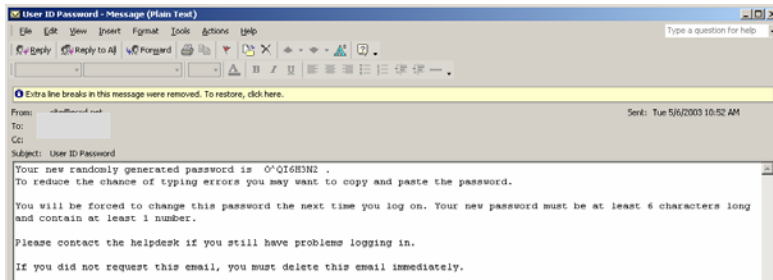
4) Type your Social Insurance Number and your date of birth (for identification purposes).

5) Click **Email New Password** and in the message screen that appears, please verify that the email address is correct.

6) Click **OK**, and wait a few seconds. Be sure to leave the PeopleSoft screen open while you check your email for the new message that contains the temporary password.

Your new temporary password will be emailed to you at *yourname@ecsd.net*. If you do not want the password emailed, press cancel. If you click the cancel button your password will not be reset and an email will not be sent. You should contact the helpdesk if you need further assistance.

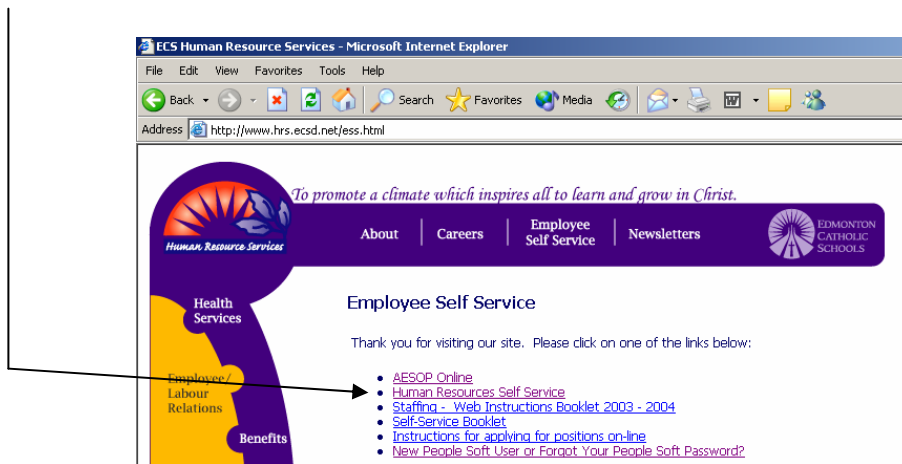
After clicking OK, please wait a few minutes for your new password to arrive in your mailbox. If your password does not arrive in a few minutes and the email address is correct, please contact the helpdesk for assistance.



The next time you login to PeopleSoft, you will be forced to change this temporary password, as follows.

1) Open your new email and highlight the temporary password. Make sure that you highlight only the password and not the spaces before and after the password. Press **Ctrl + C** to copy the password.

2) Click **Human Resources Self Service**.

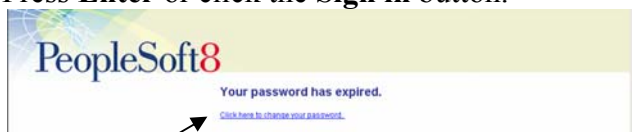


3) Type your **User Id** and press the **Tab** key to move the cursor into the password field.

4) Click **Edit > Paste** to paste the temporary password into the field.



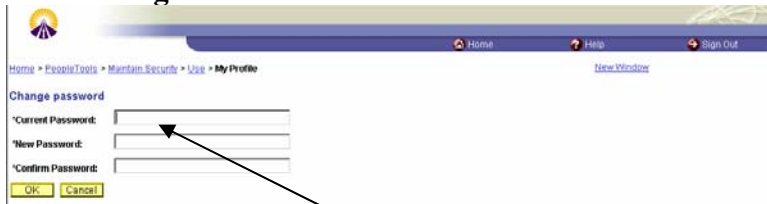
5) Press **Enter** or click the **Sign in** button.



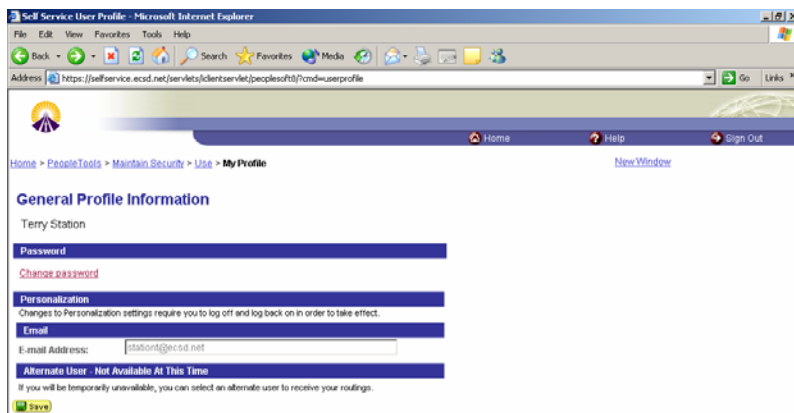
6) Click the link.



7) Click **Change Password**.



8) Once again, click **Edit > Paste** to paste the temporary password here. Type your new, personalized passwords, then click **OK**.



9) Click the **Save** button. You can now click **Home** to go directly to the self service home screen.

