



Employee Self Service

Update Address Guide

Contents

Accessing ESS.....	2
Change Address	3
Ending the session.....	4
For Further Assistance	4

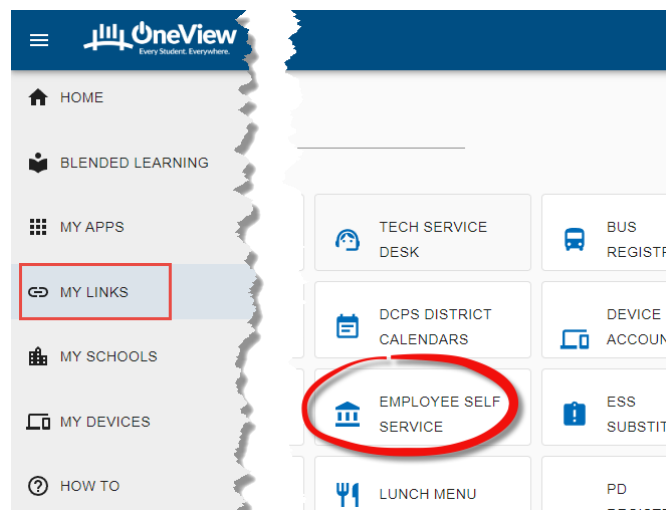
Employee Self Service (ESS) is an online application that allows employees to view and change personal information. This guide describes how to add a cell phone number or update your address. Cell phone numbers can be used to allow the District to send text messages with important information to employees via mobile phone.

Accessing ESS

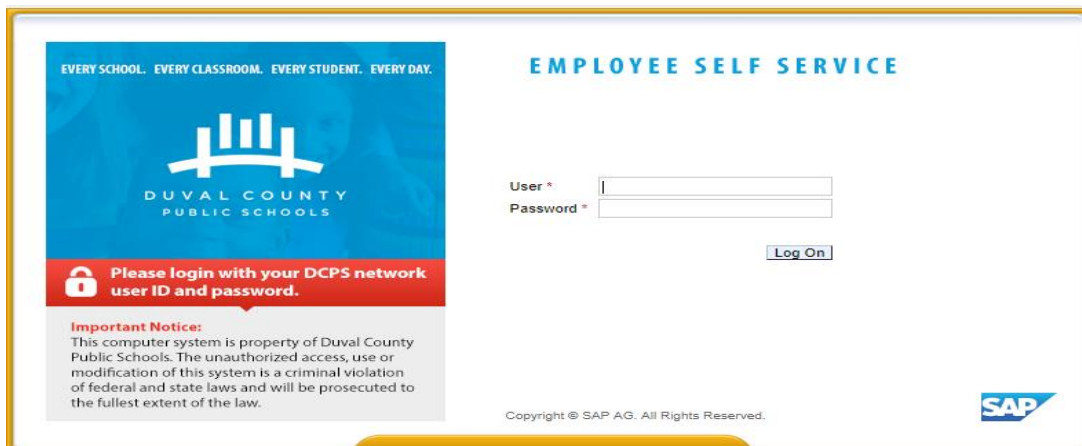
When logged onto the district network from a machine at a district location or from VPN, type **ess/** in the address bar of your Chrome browser and press enter.



You may also access ESS via OneView from either inside or outside the district network by typing in oneview.duvalschools.org in your Chrome browser. Log in with your DCPS Login information. Once logged in, click on 'My Links' and click on 'Employee Self Service'.



When the log on screen appears, log in using your **network** user id and password.



EVERY SCHOOL. EVERY CLASSROOM. EVERY STUDENT. EVERY DAY.

DUVAL COUNTY
PUBLIC SCHOOLS

Please login with your DCPS network user ID and password.

Important Notice:
This computer system is property of Duval County Public Schools. The unauthorized access, use or modification of this system is a criminal violation of federal and state laws and will be prosecuted to the fullest extent of the law.

EMPLOYEE SELF SERVICE

User *

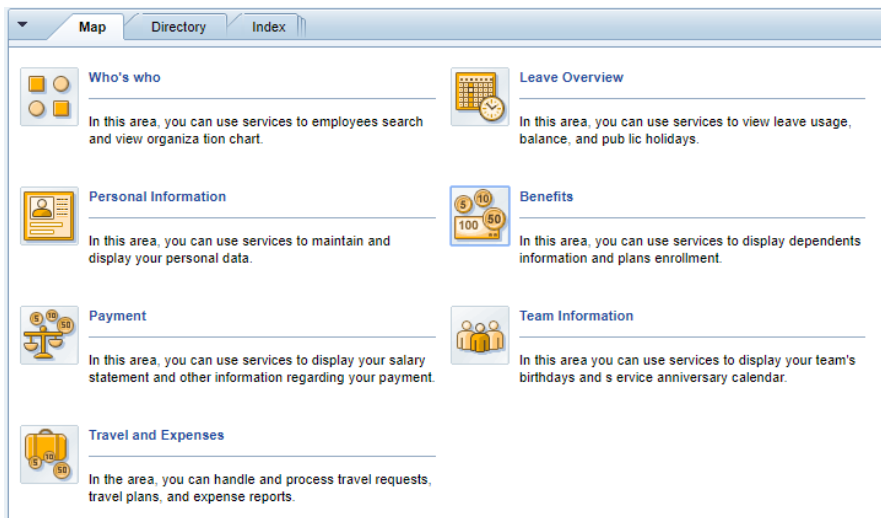
Password *

Log On

Copyright © SAP AG. All Rights Reserved.

SAP

Select the Employee Self-Service tab; the following main menu will appear:



Change Address

- Click on [Personal Information](#)



Personal Information

In this area, you can use services to maintain and display your personal data.

- Click on [Personal Profile](#)

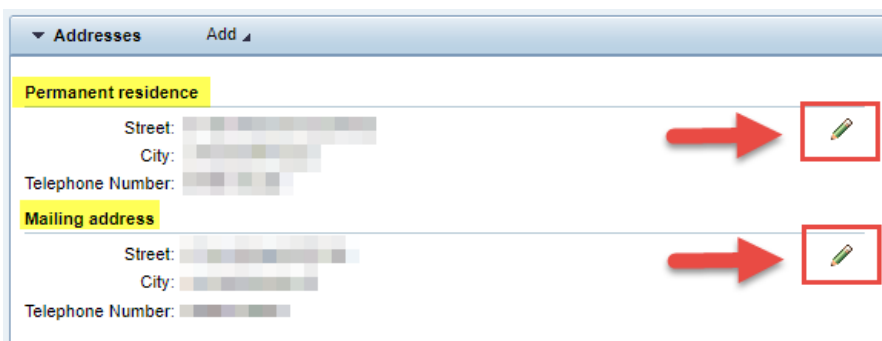


Personal Information

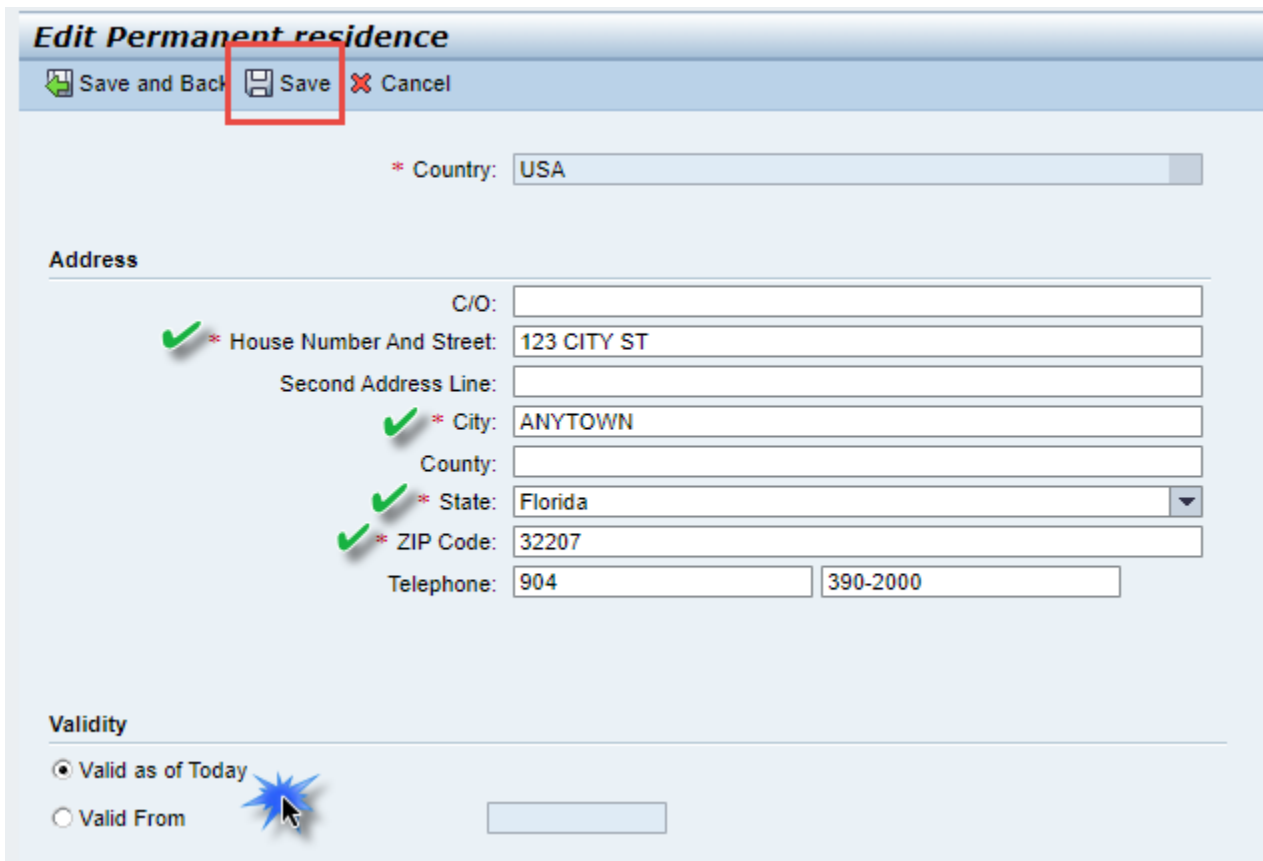
Personal Profile

You can view, create, change, or delete some of your personal data here (for example, addresses or bank details).

- In the Addresses section click on the [Pencil icon](#) next to the address to be changed (Permanent Residence or Mailing Address)



- Enter new address
 - House Number And Street, City, State, Zip Code are required fields
 - Select the validity period (Valid as of Today or Valid From future date)



Edit Permanent residence

Save and Back Save Cancel

* Country: USA

Address

C/O:

* House Number And Street: 123 CITY ST

Second Address Line:

* City: ANYTOWN

County:

* State: Florida

* ZIP Code: 32207

Telephone: 904 390-2000

Validity

☒ Valid as of Today

☐ Valid From

- Click Save

Ending the session

- Log off from the session upon completion of tasks to protect your personal information.



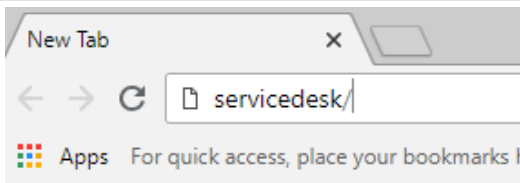
DUVAL COUNTY PUBLIC SCHOOLS EMPLOYEE SELF SERVICE

Search:

New Session Log off

For Further Assistance

- Call the Help Desk
 - Help Desk 904-348-5200
- Type <https://servicedesk/> in your browser address bar



- Login using your district user name and password
- Click on SAP and ESS template and complete a service ticket



SAP and ESS

Request a New SAP Account,
Modify an Existing Account,
Report an Issue with SAP or
ESS.