Employee Self Service

## Update Address Guide

Contents

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.
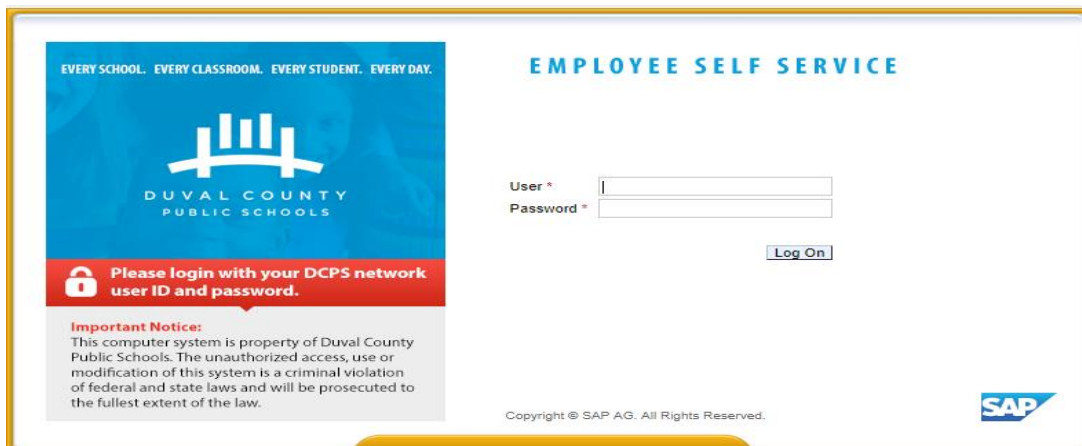
Accessing ESS

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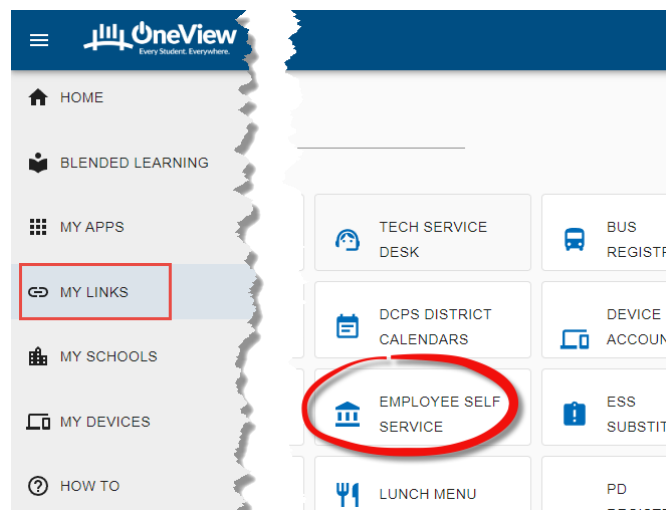
When the log on screen appears, log in using your **network** user id and password.

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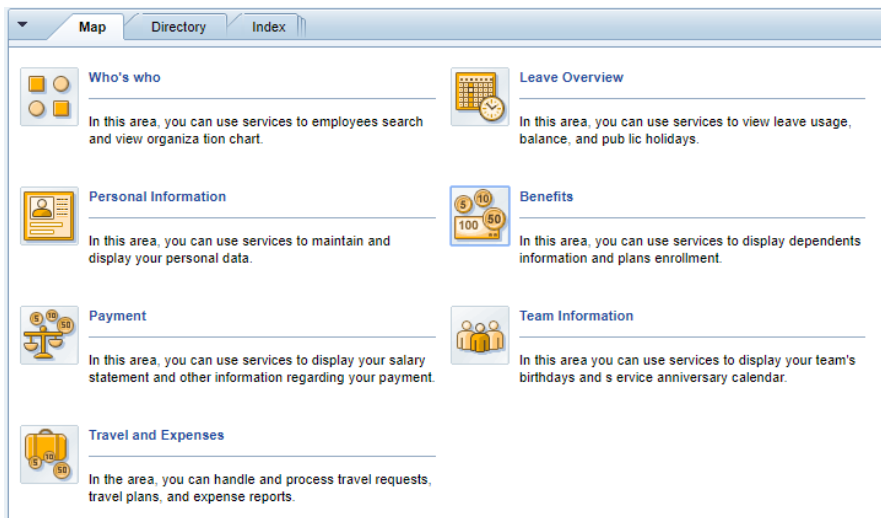
Change Address

o Click on Personal Information

o Click on Personal Profile
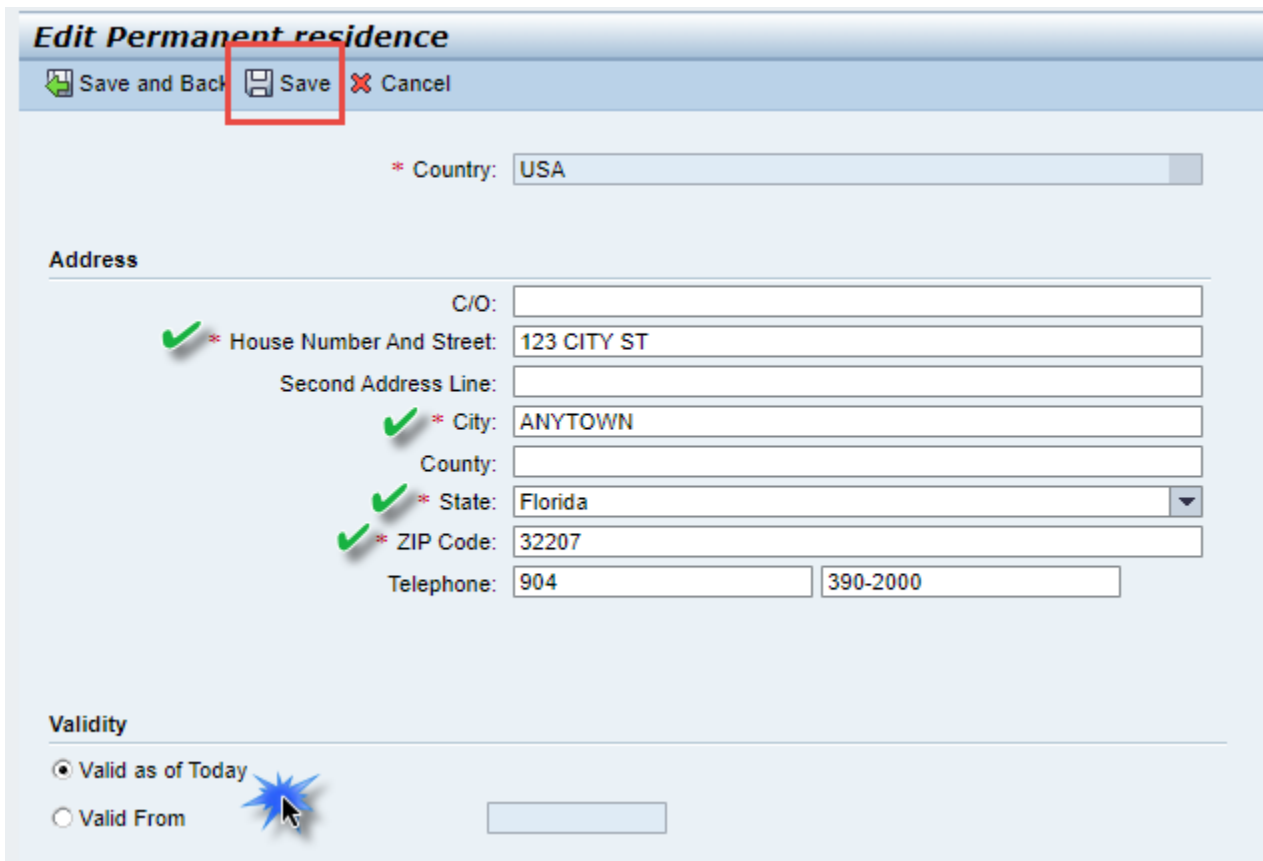
o In the Addresses section click on the Pencil icon next to the address to be changed (Permanent Residence or Mailing Address)
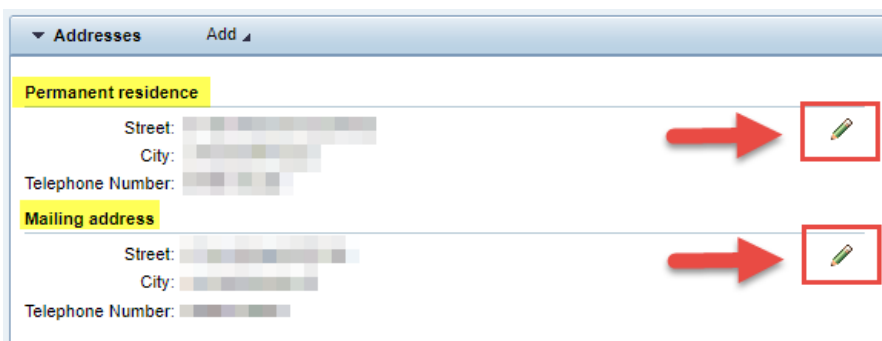
o Enter new address
  o House Number And Street, City, State, Zip Code are required fields
  o Select the validity period (Valid as of Today or Valid From future date)

o Click Save

Ending the session

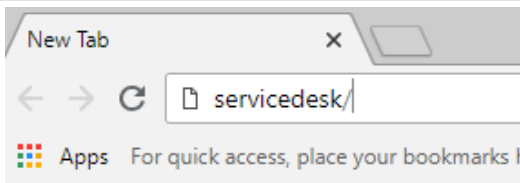 o Log off from the session upon completion of tasks to protect your personal information.

For Further Assistance

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

- o Login using your district user name and password
- o 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.