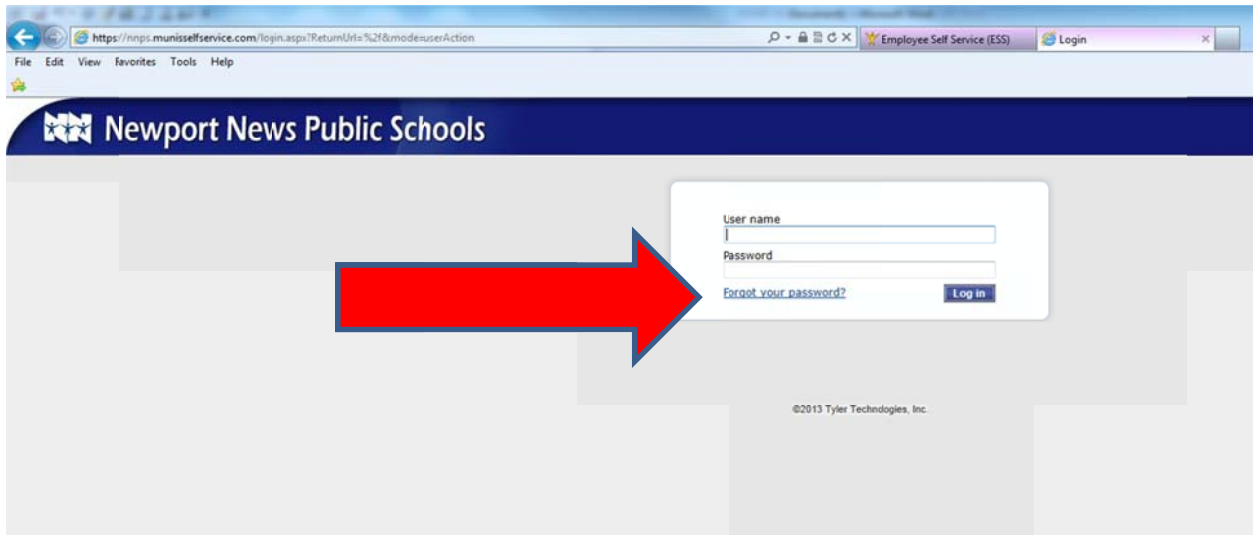


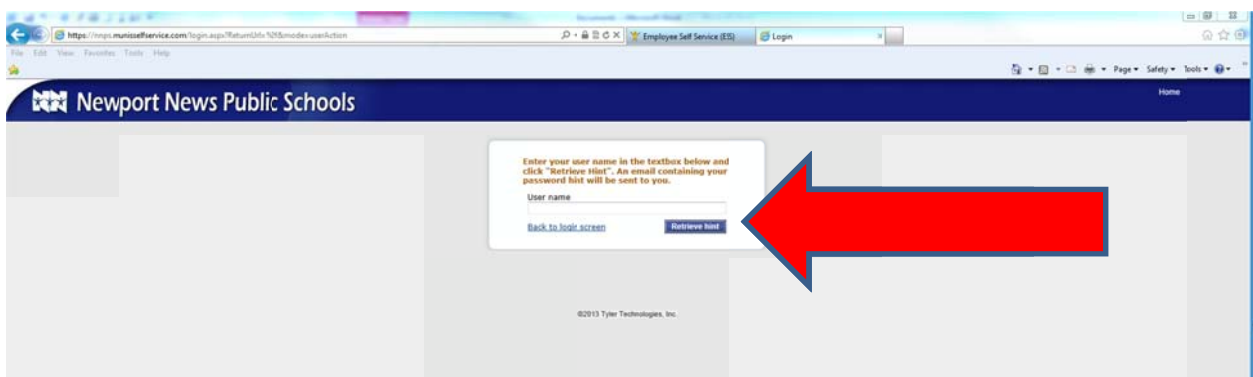
## Resetting Your Employee Self Service (ESS) Password

If you cannot log in to the Employee Self Service (ESS) website, make sure that you have entered your User Name correctly. Your ESS User Name is your Employee ID without any leading zeroes (0), followed immediately by your last name. For example, if your Employee ID is 01234 and last name is Smith, your ESS User Name would be 1234Smith. The very first time that you use the ESS, your password is the last 4 digits of your Social Security Number.

If you still cannot log on, click on the [Forgot your password?](#) link.

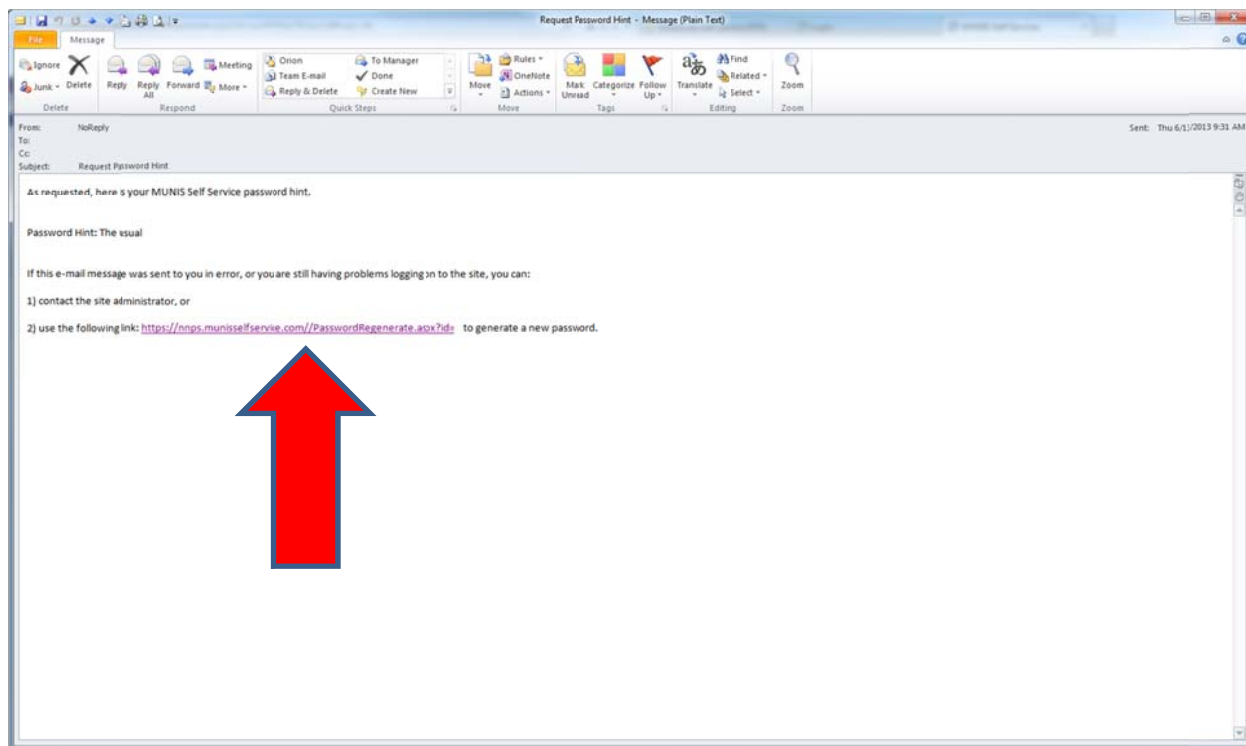


When the next screen appears, enter your ESS User Name and click on the Retrieve hint button.

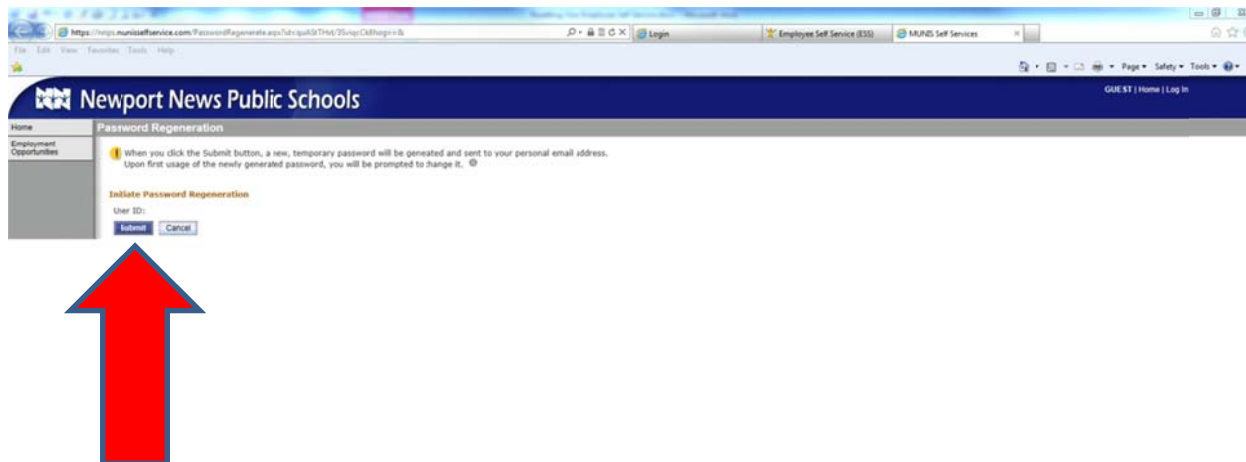


This sends your password hint in an e-mail to the address that is on file with NNPS Human Resources. This is typically your NNPS e-mail address unless you have elected to use a personal e-mail address as your primary e-mail with NNPS Human Resources.

When the e-mail is received, it contains the password hint, and also includes a link that can be clicked on that will allow you to reset your ESS password.



Click on the link, and when the following screen appears, click the Submit button.



This sends another e-mail with a temporary password.

Return to the log in screen, and log in using this temporary password. You will be required to change this password in order to continue.

When finished with the ESS, remember to log off.