
HOW TO LOGIN TO EMPLOYEE SELF SERVICE (ESS)

On the next pages, you will find information on accessing Employee Self Service, the access point for your payroll information. Should you need historical payroll information contact Human Resources.

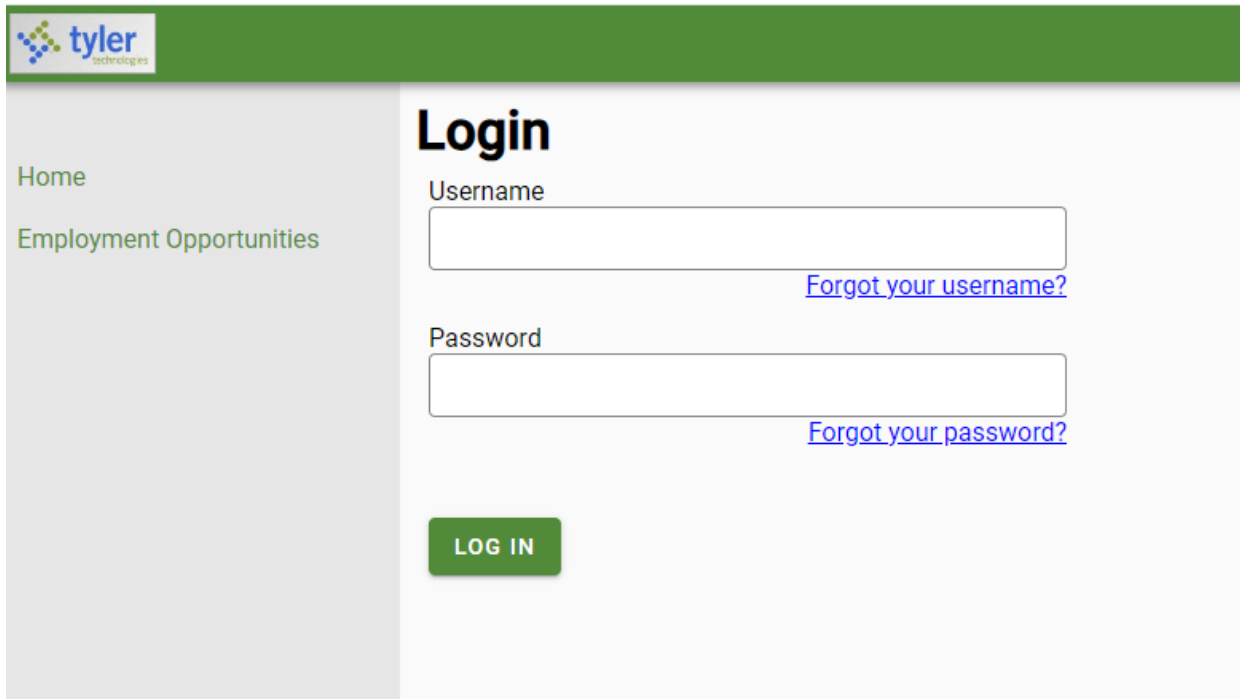
The preferred browser for MUNIS is Google Chrome.

1. To access the page, navigate to: <https://ews.elmhurst.org/ess/employees/default.aspx>

You will be directed to the login screen, noted below.

2. Your first-time login credentials are:
Username: First Initial, Last Name, 3 digit code (no spaces needed)
Password: Last 4 digits of your social security number.

You will be prompted to change your password after you log in. Be sure to include capital letters, numbers and a character.



The screenshot shows the login interface for the Employee Self Service (ESS) system. It includes a navigation menu on the left with 'Home' and 'Employment Opportunities'. The main area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below each field is a blue link: 'Forgot your username?' and 'Forgot your password?'. At the bottom of the login section is a green 'LOG IN' button.

Should you have any questions, reach out to your Manager or Human Resources.