The State of Delaware provides the ability to reset passwords to the Employee Self-Service login page using Single Sign-On (SSO). SSO eliminates the need to contact the Employee Self-Service Call Center or complete an online request. If you are a new employee or haven’t logged in since June 10, 2013, you are required to change the “Initial Default Password” and set up Challenge Questions used for the “Forgot Password” functionality.

The following pages are detailed instructions for resetting your “Initial Default Password,” registering challenge questions used for “Forgot Password” functionality and registering a State of Delaware work email address.

Enter https://eapps.erp.delaware.gov in your browser address bar

The State of Delaware Single Sign-On (SSO) sign-in page opens

Enter User ID (User ID = six-digit Employee ID number)
Enter Initial Default Password (Password = DE$mmyy####)

DE = DE (for Delaware)
$ = $ (Dollar Sign on Keyboard)
mm = your birth month (i.e. 04 for April birth month)
yy = your birth year (i.e. 72 for 1972 birth year)
#### = last 4 digits of your Social Security Number

Click Sign In
Do NOT click New User Registration

The Password Management page opens

Enter Initial Default Password (Password = DE$mmyy#### - see above)
Enter New Password Click on the Password Policy information icon and create a strong password in accordance with the Policy
Re-Type New Password

Click to reveal the questions and choose a question for Question 1
Tab to Answer 1 field and type the answer
Repeat for Questions 2 & 3 and Answers 2 & 3
Click Submit located at the top right of the page

If you have any questions while logging in please contact your Human Resources or Payroll Office
The State of Delaware Identity & Access Management (IAM) home page opens

Click My Information

The Basic User & Contact Information page opens

Enter State of Delaware work email address
If you do not have a State email address, click Home on the left side of the page and skip to the next block of instructions
Tab or click out of the field after entering your email address to activate the Apply button
Click Apply located in the upper right hand corner of the page
A confirmation message will appear at the top of the screen
The email field is blank but has been saved and will display the next time the screen is accessed
Click Home located on the left side of the page

The State of Delaware Identity & Access Management (IAM) home page opens

Click Login to Employee Self-Service

The Employee Self-Service page opens

- You have successfully reset your initial default password, registered your challenge questions and registered your State of Delaware work email address
- You are ready to view and update personal information, consent to receive your W-2 online, view your paycheck and Benefits, and access Time & Labor if applicable