




Employee Self-Service First Time Login Instructions

If you have any questions while logging in please contact your Human Resources or Payroll Office


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

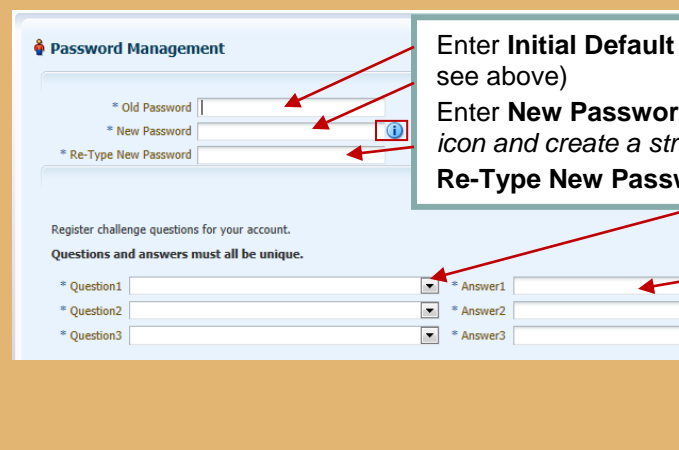
The **State of Delaware Single Sign-On (SSO)** sign-in page opens



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**

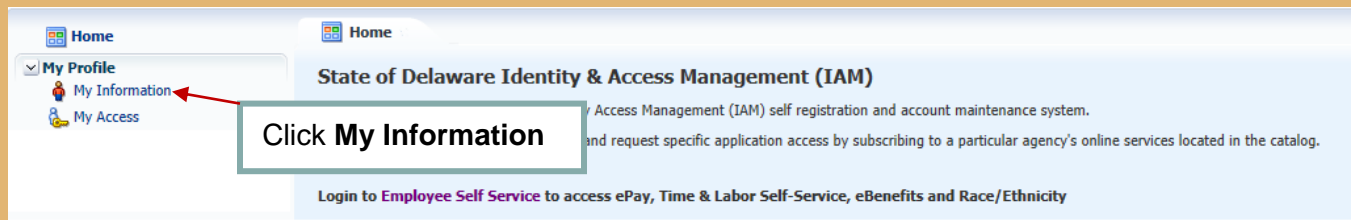
The **Password Management** page opens *Note: * required fields. You will receive messages if all the required fields are not completed.*



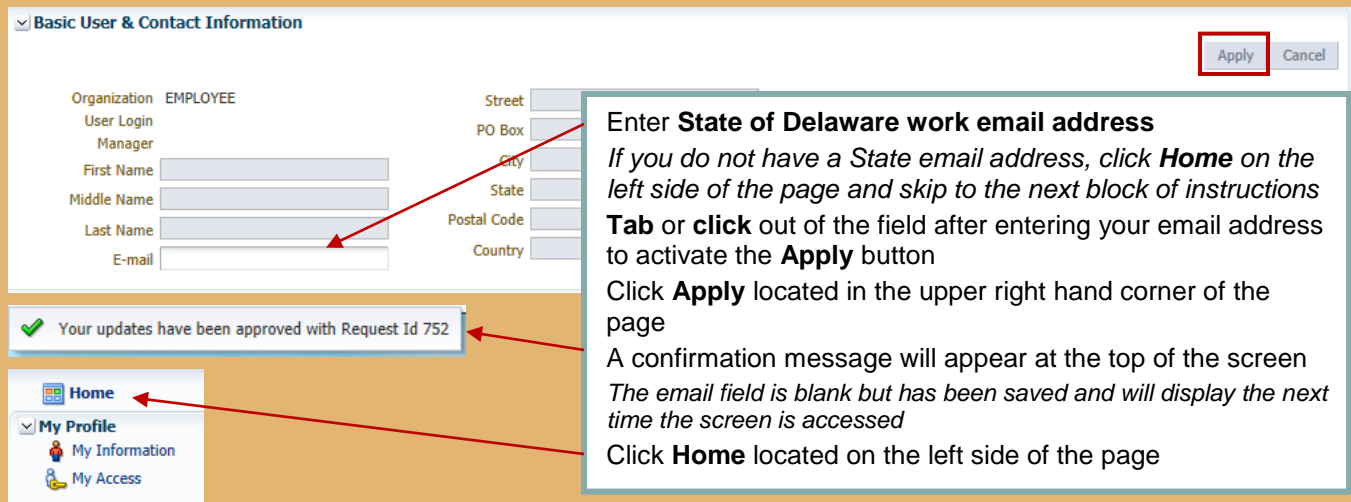
Enter **Initial Default Password** (Password = DE\$mmyy#### - see above)
 Enter **New Password** *Click on the Password Policy information icon and create a strong password in accordance with the Policy*
Re-Type New Password

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

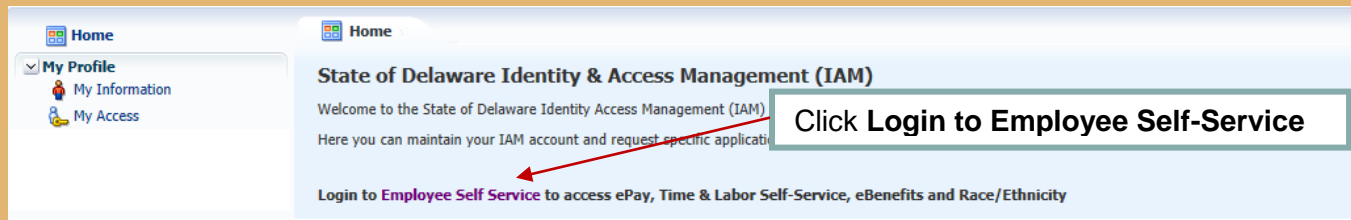
The State of Delaware Identity & Access Management (IAM) home page opens



The Basic User & Contact Information page opens



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



The Employee Self-Service page opens

