

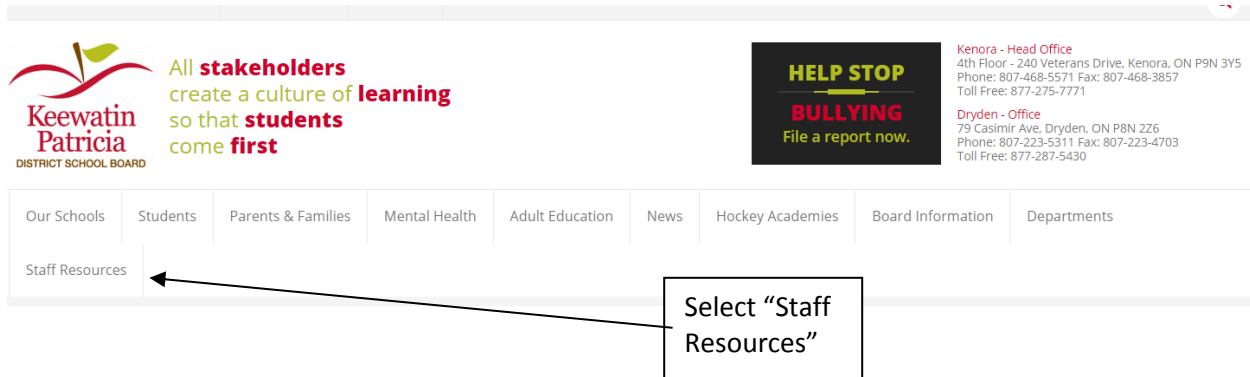
Keewatin-Patricia District School Board

Employee Self-Service Portal (ESS)

This Portal is available to all employees. You can go on-line and review your personal information as well as other features.

Please link to the Employee Self-Service Portal (ESS) by going to the KPDSB Website at www.kpdsb.on.ca then follow these instructions:

1. Select "Staff Resources" as illustrated in the sample screen below.



2. Select "Employee Self-Service Portal" menu option as illustrated in the sample screen below.

Staff Resources

You Are In: Home / Staff Resources

Staff Resources

- > ATE/Easy Connect
- > Check Your Email
- > Staff Mental Health
- > Help Desk (IS & Facilities Work Orders)
- > Compass for Success (EnCompass)
- > Educational Services Supports and Helpdesk
- > Trillium Web Applications
- > Employee Self-Service Portal
- > Training Resources & Videos
- > Employee & Family Assistance Program

Select "Employee Self-Service Portal"

- Select the “Employee Self-Service Portal” link as illustrated in the sample screen below.

Employee Self-Service Portal

You Are In: Home / Staff Resources / Employee Self-Service Portal

Employee Self-Service Portal

To download the Employee Self-Service Portal **Instructions Manual**, [click here](#).

To enter the **Employee Self-Service Portal**, [click here](#).

Select “Employee Self-Service Portal, click here”

(Please note that you can also link to the ESS Portal by clicking on Departments, then Human Resources, then “Employee Self-Service Portal”).

- You are now on the 1st page of ESS. You are required to enter your Employee ID (5 digit employee number and PIN (Social Insurance Number) to access your personal site as illustrated in the sample screen below. Don't forget to select “Login”!

Keewatin Patricia DISTRICT SCHOOL BOARD

Please login to identify yourself

Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes

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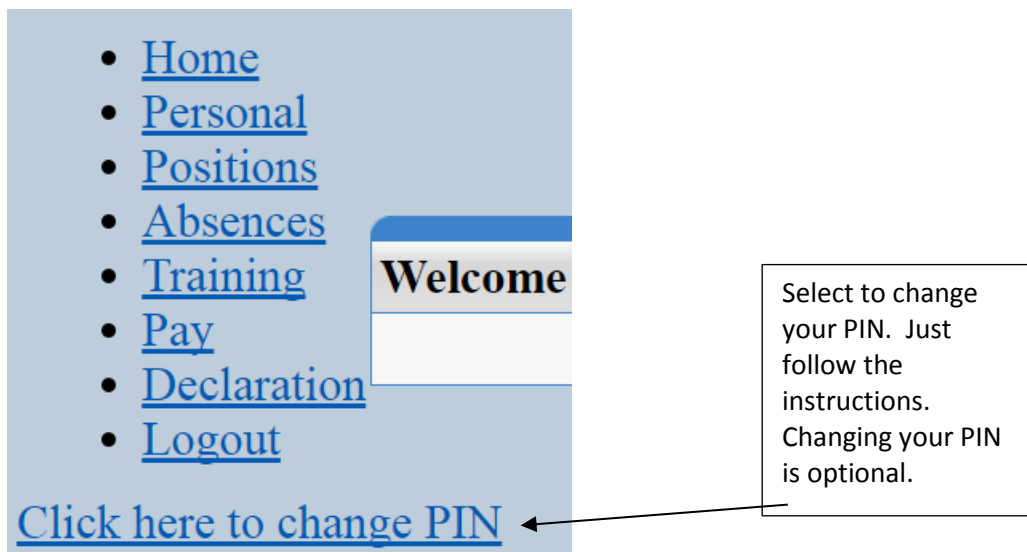
Employee ID	<input type="text"/>
PIN	<input type="text"/>
<input type="button" value="Login"/>	

ID = Employee Number & PIN = Social Insurance Number (no spaces)

contact Judy Lynch, Human Resources Department if you experience any problems with ESS.

[Forgot Your Pin?](#)

- 5. If you wish to change your PIN, you can do so once you have logged in to your personal site. Select “Click here to change PIN” as illustrated in the sample screen below.



The screenshot shows a user dashboard with a navigation menu on the left containing links for Home, Personal, Positions, Absences, Training, Pay, Declaration, and Logout. A 'Welcome' message is displayed in the center. At the bottom of the dashboard, there is a link that says 'Click here to change PIN'. An arrow points from a text box to this link.

Select to change your PIN. Just follow the instructions. Changing your PIN is optional.

- 6. **Forgot your PIN?** If you forget your PIN, please select “[Forgot your PIN?](#)” which is on the login page of ESS.



The screenshot shows the login page for the Keewatin Patricia District School Board. It features the school board logo at the top, followed by the instruction 'Please login to identify yourself' and 'Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes'. Below this is a login form with fields for 'Employee ID' and 'PIN', and a 'Login' button. At the bottom of the page, there is a link that says 'Forgot Your Pin?'. An arrow points from a text box to this link.

Keewatin Patricia DISTRICT SCHOOL BOARD

Please login to identify yourself

Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes

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Employee ID	<input type="text"/>
PIN	<input type="text"/>
<input type="button" value="Login"/>	

Contact Judy Lynch, Human Resources Department if you experience any problems with ESS.

[Forgot Your Pin?](#)

Select “Forgot Your Pin” here if you needed.