

Forgot Your Password Instructions

If you are a **new user** who has never logged into Employee Self-Service (ESS), you cannot use this feature until you have signed in successfully and set up your Secret Question and Answer. You **MUST** contact your agency Human Resource Office for your first password. Please note that your Sign In for Employee Self-Service is your State of Kansas Employee ID which is 11 characters starting with a capital letter and followed by 10 numbers. If you do not know your State of Kansas Employee ID, please contact your agency Human Resource Office.

If you are a **returning user** and you have forgotten your password, click on the 'Forgot Your Password?' link on the ESS Sign In page.

State of Kansas Employee Self-Service Center [FAQ](#) [Browser Compatibility Document](#)

Sign In

After signing in you can:

View	Update/Request
<ul style="list-style-type: none">• Personal Data• Training Summary• Leave Balances• Paycheck Information• Total Compensation• W-2/W-2c Forms	<ul style="list-style-type: none">• General Profile Information• W4 Fed Tax Information• Time Sheet• W-2 Reissue

Problems signing in?
Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).
Help Desk hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

[Sign In](#)

[Forgot Your Password?](#)

[Instructions for Forgot Your Password](#)

****Important information when using a shared or public computer****
To prevent others from viewing confidential information,
close your browser after you sign out of Employee Self Service.

Enable Screen Reader Mode

[Adobe Reader](#) or other compatible software may be required to view PDF documents.

When you click on the 'Forgot Your Password?' link, the following page appears:

State of Kansas - Employee Self Service - Forgot My Password

Forgotten or expired password?

To get a new password, enter your 11 character State of Kansas Employee ID.

Employee ID:

[Continue](#)

Enter your Employee ID and click 'Continue'

The following page appears. The secret question you established when you first created your account displays.

State of Kansas - Employee Self Service - Forgot My Password

User Information

User ID: K0000

Please answer the following question below for user validation.

Question: What is your father's middle name?

Response:

Date of Birth: (format: MM/DD/YYYY)

Enter the answer to your Question in the Response field. Then enter your Date of Birth in the correct format (MM/DD/YYYY). Click 'Display New Password.'

The following page will appear. The system will generate a new password for you. **Follow the directions listed in the popup message:**

Your new temporary password is: N_Dto6eK

Highlight the temporary password generated above, then right click on your mouse and select copy.

You will use this temporary password in the password field on the sign in page.

You can paste the password in the password field by right clicking on your mouse and selecting paste.

You will then be directed to create a new password.

To sign in using your new temporary password, click the OK button below. (0,0)



Click 'OK'

The ESS 'Sign In Page' displays.



Sign In

Employee ID:

Password:

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Type or paste, your Employee ID into the Employee ID field. Type or paste the password the system displayed in the popup message into the Password field. Click 'Sign In.'

The following page will appear:



Your password has expired.
[Click here to change your password.](#)

Click on 'Click here to change your password.' Link

A screenshot of the "Change Password" form in the Employee Self-Service system. The form includes fields for "Current Password", "New Password", and "Confirm Password", along with a "Change Password" button. The top of the page shows the Kansas logo and "ESS Employee Self Service".

Type or paste the password the system displayed in the popup message into the 'Current Password' field. Enter a new password into the 'New Password' and 'Confirm Password' fields. Click 'Change Password.'

The following message will appear, 'Your password has successfully been changed. Continue to Homepage?'

Click 'Yes.'

Your password has successfully been changed, Continue to Homepage?

Two buttons labeled "Yes" and "No" for user selection.

You are now on the Employee Self-Service home page.