******State of Kansas**

**Update Email Address**

***Statewide Human Resource and Payroll System***

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| **Date Created** | | 1/5/2022 |
| **Version** | | 1.0 |
| **System** | | Employee Self-Service |
| **Description** | | Validate the address stored in Employee Self-Service (ESS) is your correct primary email address. |
| **Navigation** | | [https//sharp.sok.ks.gov/sokhrprdess/signon.html](https/sharp.sok.ks.gov/sokhrprdess/signon.html) |
| **1.** | Enter your Employee ID and Password. Select Sign In.  If you do not remember your password, click on the Forgot Your Password? link. |  |
| **2.** | Is the address listed in this box correct?  Yes? Stop. Nothing further to do.  No? Click on the tile. |  |
| **3.** | Enter the correct Email Address  Save |  |
|  | END OF PROCESS | |