

# A short guide to Accessing the Employee Self Service Module

The screenshot shows the homepage of the Division of Personnel (DOPUSVI.ORG). At the top left is the logo of the Government of the United States Virgin Islands. The main header includes the text 'United States Virgin Islands DIVISION OF PERSONNEL Doing the people's business.' and the website address 'WWW.DOPUSVI.ORG'. A navigation bar contains links for 'Home', 'Units', 'Careers', 'Forms', 'Calendar', and 'About Us'. A 'Quick Links' dropdown menu is open, listing 'ESS', 'Employee Directory', 'Director's Page', 'GM HEALTH', and 'Other Sites'. The main content area features a large heading 'Employee Self-Service is Here!' with a link 'Click Here to watch the video'. Below this is a callout box that reads: 'Please watch the demo video first. The video is intended to provide you with a basic overview of how to gain access to the new Employee Self-Service (ESS) module.' To the right of the callout is a photograph of a smiling woman. At the bottom of the page, there are sections for 'Welcome' (Doing the people's business), 'Follow Us' (We are on Twitter and Facebook), and a banner for 'USVIDOP' (VI-Div. of Personnel) announcing 'USVIDOP ESS (Employee Self Service) is coming May 1st! Have you completed your ESS Form? If

1. Open any internet browser of your choice and go to [WWW.DOPUSVI.ORG](http://WWW.DOPUSVI.ORG) or click on the link here.
  2. If this is your first time accessing the Employee Self Service Module, it is recommended that you watch the short demonstration video prior to logging into the ESS Module.
  3. **You will need a user name and password.** Your username is the first letter of your First Name, your entire Last Name and your employee #. For example, Jane Doe's Employee # is 12345. The User Name would be **jdoe12345**. Your initial Password is **the last four digits of your Social Security No.**
  4. You will then be prompted to change your password. **Please enter your new password twice and click the Update button!**
- \* Employees are **not** able to make any changes to their information within ESS. Any changes that need to be made **must** be done with the assistance of your departmental Personnel Officer.
- \*\* Additionally, due to a software glitch, the dependents within the ERP are not all displaying within the ESS. We are asking employees not to panic if their dependents are not listed.

*ESS has implemented a help desk to support this project and its continued operational use. The help desk can be reached at 340-714-5049 and is staffed by dedicated Division of Personnel employees.*