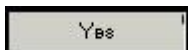


PeopleSoft Employee Self Service Quick Start

1. Call the **Office of Management and Enterprise Services (OMES) Help Desk** to activate your Employee Self Service Account.

OMES Help Desk Phone Numbers: 405-521-2445 or 844-521-2445 (Toll Free)

2. Open your Internet web browser – Explorer.
3. **Enter** Employee Self Service Link: <https://corehr.ok.gov/mrhri/signon.html>
4. 4. You may see a security alert message; click  to proceed.

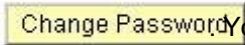


5. Enter your User ID and the Password supplied by the OMES Help Desk. User ID and Password are case sensitive.

User ID – your 6 digit Employee ID (located on your pay advice or timesheet, or provided by OMES).

Password: – The initial password will be provided by the OMES Help Desk.

6. The first time you sign on to the system, you will be prompted to change your password. The new password must be at least 8 (eight) characters and contain at least 1 (one) number. You can use both CAPITAL and/or lower case characters. Your password will expire every 90 days.

Confirm Password – Retype the new password. **Click**  your menu will appear as shown below. Click on Self Service to view your options.



For additional Navigation information, click on the below link for the full Employee Self-Service Manual:
<http://www.ok.gov/doc/documents/PS%20Empl%20Self%20Svc%20Manual.pdf>