



EMPLOYEE SELF SERVICE USER GUIDE

INITIAL LOGIN PROCESS

1. From any computer with Internet Access, type <http://ess.fultoncountyga.gov> in the browser, then press Enter.
2. Enter your **User Name** and **Password** in the fields below, then Click **Login** or Press **Enter** on your keyboard.

The screenshot shows the login page for AMS Advantage ESS. It features a header with the logo and text 'AMS Advantage ESS'. Below the header are two input fields: 'User Name : ' and 'Password : '. There are 'Login' and 'Reset' buttons below the fields. A link 'Add AMS ADVANTAGE ESS to you' is visible. Three red boxes with arrows point to the fields and buttons, containing the following text:

- Tip:** You can move from the User Name field to the Password field by pressing **TAB** on your keyboard
- Enter Your **User Name**
(Your Username is your 10 digit Employee Id#)
- Enter Your **Password**
(Your password is your temporary password from the mail piece).
- Tip:** You can click **Login** or press **Enter** on your keyboard;

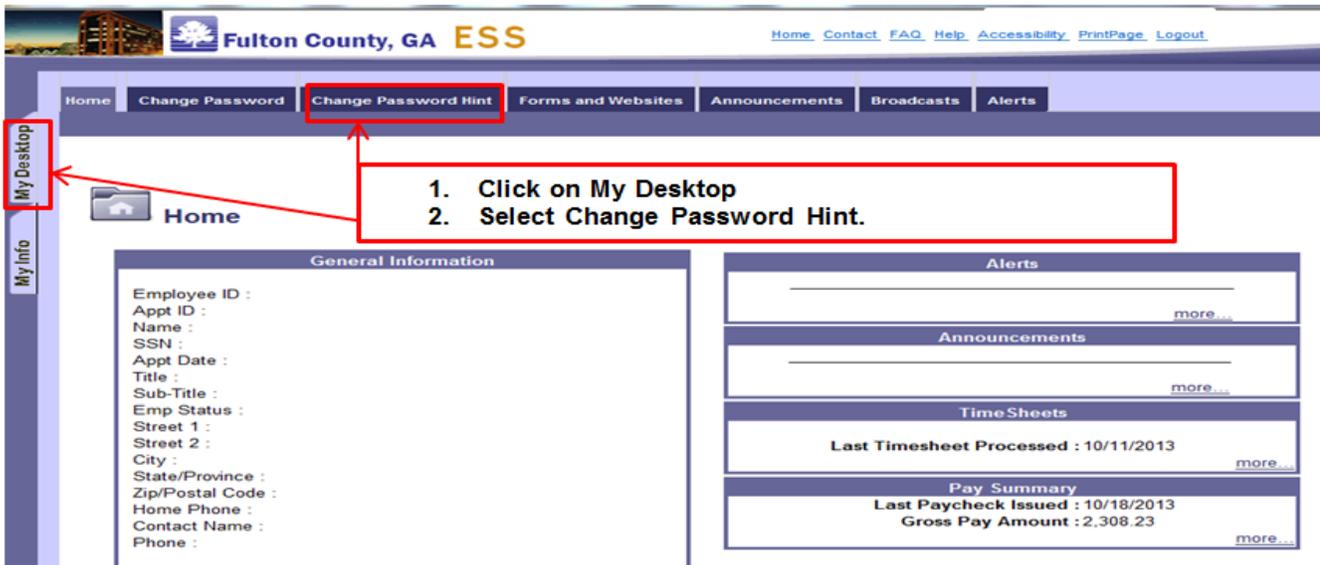
3. The following screen will display, enter the required information:
 - i. **Username:** Enter your User Name (**Your User Name is your 10 digit Employee Id**)
 - ii. **Old Password:** Enter the Initial Login Password provided above
 - iii. **New Password:** Create and Enter your New Password
(New passwords must be a maximum of eight characters!)
 - iv. **Confirm New Password:** Re-enter your New Password

The screenshot shows the password expiration screen for AMS Advantage ESS. It features a header with the logo and text 'AMS Advantage ESS'. Below the header is a yellow box with the text 'Your password has expired.'. Below this are four input fields: 'User Name : ', 'Old Password : ', 'New Password : ', and 'Confirm New Password : '. There are 'Login' and 'Reset' buttons below the fields.

- v. Click **Login** or Press **Enter** on your keyboard

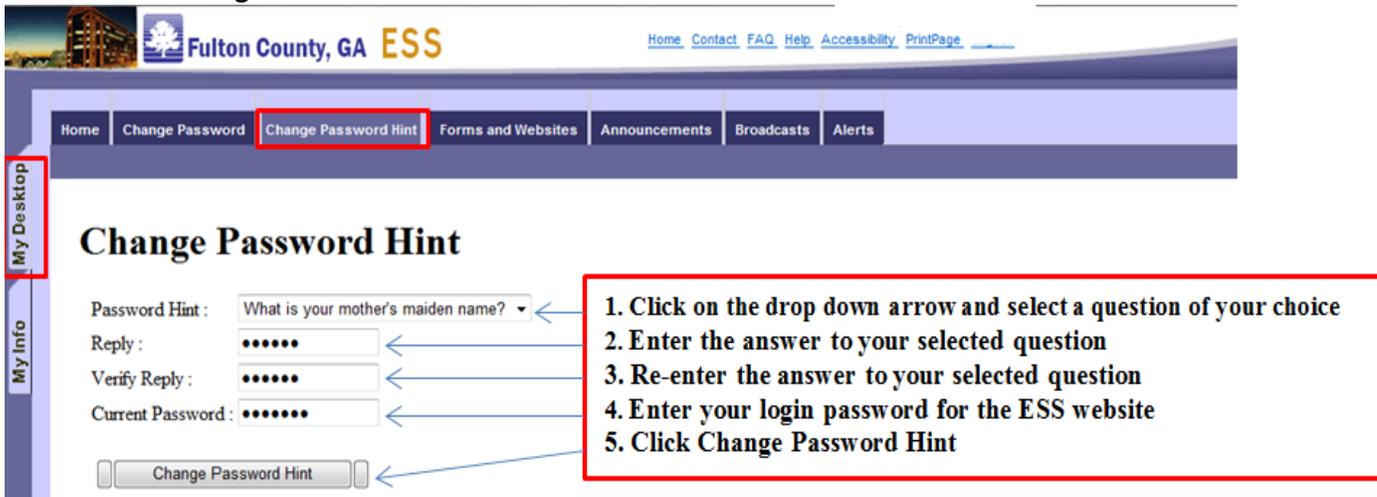
The Home Page will Display. Now, you will need to create a Password Hint for your profile:

4. Click on **My Desktop**
5. Select **Change Password Hint**



The following screen will display. Enter the required information.

6. Password Hint: **Click on the drop down arrow and select a question of your choice**
7. Reply: **Enter the answer to your selected question**
8. Verify Reply: **Re-enter the answer to your selected question**
9. Current Password: **Enter your login password for the ESS website**
10. Click on **Change Password Hint**



11. You will receive message confirmation if the password hint was successfully changed (see below).

1 of 1 | [View All](#) Password hint was successfully changed.

12. Click the **Home Tab** on the left or at the top right of the screen to return to Home Page.

