DIRECTIONS AND SCREEN SHOTS FOR MY FIRST DAYS

New employees will receive notification from the Help Desk, verifying their email and Employee Self Service account is created:

After the employee sets up their unique password, they must go to the Millersville University home page [www.millersville.edu](http://www.millersville.edu)

At the very bottom of the page, click on the Logins link.

On the Logins and Services Directory screen, select the ESS logo.
On the Employee Self-Service (ESS) home page, click on the State System of Higher Education logo or the Employee Self Service (ESS) portal link that is used to log on to ESS.

Employees enter their account information.

The user name is – firstname.lastname@millersville.edu

The password is the one set up by the employee for their email account.
On the Home Information page of ESS, click on the Employee Self-Service tab.

On the page listing Areas of Employee Self-Service, scroll down to the section labeled My First Days (for new employees only). By clicking on this link, you will be able to set up your direct deposit, enroll in your medical benefits and retirement plan, enter your emergency contact information, your degrees earned, complete your W4 form, etc. This “My First Days” application MUST be run within 30 days of your hire date.

For complete directions see the My First Days Help Document in the Help Documents tab.