

How to Access Employee Self Services (ESS)

For step-by-step instructions on how to enroll in benefits, visit our open enrollment website: <https://www.ccsdut.org/openenrollment>

1. Go to the website <https://hr.ccsdut.org/mss/> or scan the QR code.
2. Click the login button in the upper right corner. (See below.)

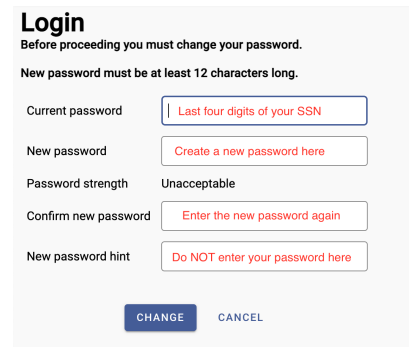


For employees hired **before** October 12, 2022:

- Your **username** will remain the same as your network username.
- Your initial **password** will be the last four digits of your social security number.
 - If you have previously set a password on this site, log in with that password.
 - If prompted to set a new password, please do so. Instructions are provided in the picture to the right:
- For help logging in, contact the CCSD Help Desk at 435-792-7614.

For employees hired **after** October 12, 2022:

- Your **username** will be your **(full) last name, first initial, middle initial**.
 - (e.g., if my name were Michael Theodore Mouse, my username would be mousemt)
 - Your **password** will be the last four digits of your social security number.
 - When you log into ESS for the first time, you will be prompted to create a new, unique password. The new password must be 12 characters long. Please see the instructions in the picture above.



If you need assistance logging into ESS, call the CCSD Help Desk at (435) 792-7614.

For payroll-related questions, call the payroll department at the District Office at (435) 752-3925.