Accessing Employee Self Service (ESS) from Home

- This is an alternative method if you are not on the City network and need to access ESS externally (i.e. from home).
- This method also, does not require you to install any software on your device.
- 1. From your PC, Laptop, Tablet or Cellular Device, please go to following site https://ess.glendaleca.gov/ess
- 2. Sign in to your Windows account using your City email address and password

City of Glendale	
\leftarrow ccerritos@glendaleca.gov	
Enter password	
Forgot my password	
	Sign in

3. A window with "More information required" will appear - click "Next"

City of Glendale
ccerritos@glendaleca.gov
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next

- 4. Select an additional method of security verification
 - a. **Authentication phone** you must enter the phone number you wish to have a code be sent via text message to your phone or call
 - b. Office phone not suggested if you will attempt to access ESS from home
 - c. **Mobile app** download the Microsoft Authenticator app on your mobile device to receive notification for verification or use a verification code

Note: your method of security verification can be changed later if you wish to update your method of receiving the alerts

Recommended option - "a. Authentication phone"

- 5. Confirm if you wish to stay signed in
 - a. Select Yes if you are using your personal computer at home
 - b. Select **No** if you are using a shared device

City of Gleno	dale	
ccerritos@glendalec	a.gov	
Stay signed	in?	
Do this to reduce th to sign in.	e number of time	es you are asked
Don't show this	again	
	No	Yes

- 6. Enter your ESS account information (see example below) and click Log in
 - i. Username: Employee ID #
 - ii. **Password**: your ESS password (may not be the same password as your Windows account)

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		Munis Self Service	Ame Home
	Login		
Home	Username		
		Forgot your username?	
	Password		
		Forgot your password?	
	Log in		

If you need any assistance, please contact the ITD Helpdesk at (818) 548-4085.