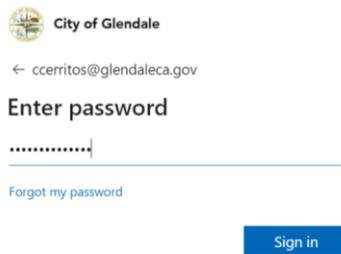


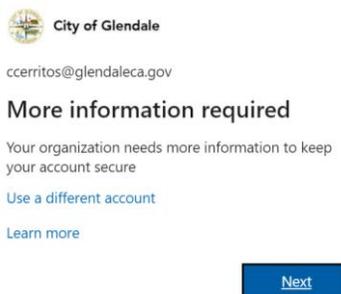
Accessing Employee Self Service (ESS) from Home

- **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



3. A window with “More information required” will appear – click “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

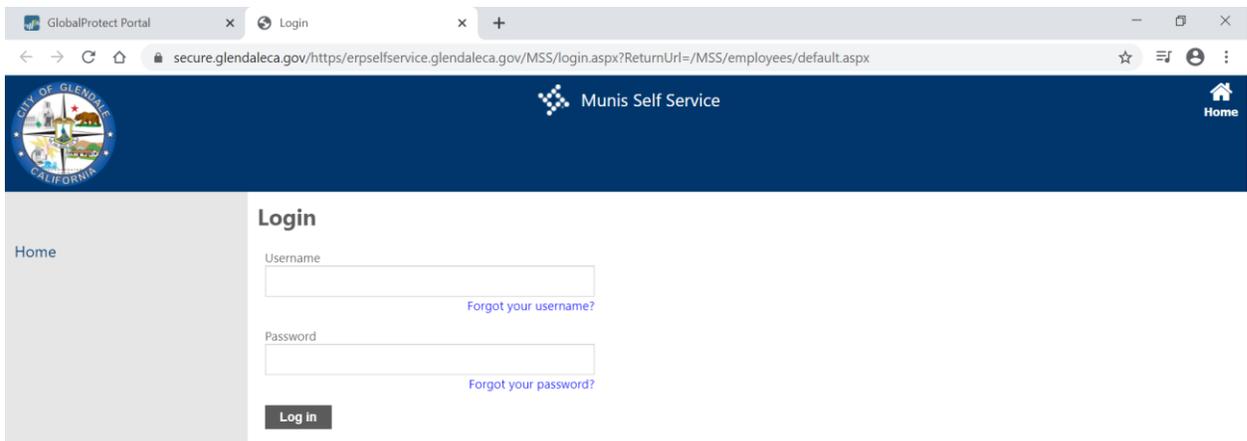
Note: your method of security verification can be changed later if you wish to update your method of receiving the alerts

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



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)



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