

ESS FIRST TIME LOG ON INSTRUCTIONS

eTime works best in
Chrome

1

www.sru.edu/offices/payroll

CLICK
HERE

APPLY >>

VISIT >>

INQUIRE >>

PAYROLL

The Payroll Office is responsible for the employees of Slippery Rock University. The links to the left to find pay schedule and important payroll information.

MISSION STATEMENT

The mission of our Payroll Office is to provide quality service in a timely and accurate payroll processing and communication of information. Our goal is to provide these services with understanding, dedication, and respect for all members.

RELATED LINKS

[ESS Portal / E-Time](#)

ACCOUNT
SERVICE
PORTAL

2



www.PASSHE.edu Account Self-Service

Enter Your Account Information

Username:

Password:

Enter Portal

[Forgotten Your Password?](#)

CLICK HERE "Forgotten/
Expired Password?"

ACCOUNT
SERVICE
PORTAL

www.PASSHE.edu

Active Directory Account Self-Service Portal

Please select your university affiliation.

- [Bloomsburg University](#)
- [California University](#)
- [Chevy Chase University](#)
- [Clarion University](#)
- [East Stroudsburg University](#)
- [Edinboro University](#)
- [Indiana University](#)
- [Kutztown University](#)
- [Lock Haven University](#)
- [Mansfield University](#)
- [Millersville University](#)
- [Shippensburg University](#)
- [Slippery Rock University](#)
- [West Chester University](#)
- [Office of the Chancellor / Dixon University Center](#)
- [PASSHE University Trustees](#)

3

CLICK
SRU

4

Click "Change Your Password"

ACCOUNT
SERVICE
PORTAL

Welcome to the Active Directory Account Self-Service Portal!

Enroll Self-Service

All users should enroll their accounts for Self-Service prior to using any applications or sites provided by PASSHE. You must have a valid account or Unlocked Account. **You must know your current password.**

Change Password

Use this tool to change your password. **You must know your current password.**

Update My Info

Use this tool to update your contact information. **You must know your current password.**

5

USERNAME: Your complete
e-mail address – always
include @sru.edu

INITIAL PASSWORD: your
six digit date of birth
followed by Sru (MMDDYY)
(the "S" is capitalized)

For example: 070199Sru

Please login here

Sign in

User Name:

Password:

Login

6

Create a new password
using requirements listed.
Click "Change Password"

Change Password

Change your current password

Password Change Requirements

- Password can be changed only once in 24 hours.
- Password must be at least 8 characters in length.
- Must be different than your previous 3 passwords.
- Must not contain significant portions of your user account or full name.
- Must have 3 of the 4 characteristics below:
 - Lowercase character(s)
 - Uppercase character(s)
 - Numeric character(s)
 - Special character(s), such as !@#%*^&

Old Password:

New Password:

Confirm New Password:

Change Password

Cancel

7/8

Change Password
current domain password.

ACTIVE DIRECTORY-Your password has been changed successfully. [Click here to continue](#)

Welcome! This portal offers you the power of password self-service!

- Password reset self-service: Reset password yourself when you forget it! Don't wait for
- Account unlock self-service: Unlock your account, when you are locked out of it.

Enroll now to use these tools! [Click Here](#)

YOUR PASSWORD HAS BEEN CHANGED.

Click where indicated and set up the self service tool. Use an easy to remember pin and challenge questions.

Helpful Information

For password issues call the HELP desk at: 724-738-4357

Pay statements are available on the "Employee Self Service" tab. Click "Payroll" then "Online Pay Statement".