ESS FIRST TIME LOG ON INSTRUCTIONS

1. eTime works best in Chrome.

2. Click HERE.

3. Click SRU.

4. Click HERE “Forgotten/Expired Password?”

5. Click “Change Your Password”.

6. Create a new password using requirements listed. Click “Change Password”.

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
YOUR PASSWORD HAS BEEN CHANGED.
Click where indicated and set up the self service tool. Use an easy to remember pin and challenge questions.

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”.