

ESS FIRST TIME LOG ON INSTRUCTIONS

1 eTime works best in Chrome

www.sru.edu/offices/payroll

CLICK HERE

PAYROLL

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MISSION STATEMENT

RELATED LINKS

ESS Portal / E-Time

2

ACCOUNT SELF SERVICE PORTAL

www.PASSHE.edu Account Self-Service

Enter Your Account Information

Username:

Password:

Enter Portal

Forgot Your Password?

CLICK HERE "Forgotten/Expired Password?"

3

ACCOUNT SELF SERVICE PORTAL

www.PASSHE.edu

Active Directory Account Self-Service Portal

Please select your university affiliation.

- [Bloomsburg University](#)
- [California University](#)
- [Cheyney 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](#)

CLICK SRU

4

ACCOUNT SELF SERVICE PORTAL

Click "Change Your Password"

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 Password or Unlock 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

Change Password
current domain password.

7/8

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".