

ESS

How do I change my email or address with CCSS?

Go to Employee Self Serve on the SPLASH page.

Look to the far right side of the screen for the login button.

Log in with your first initial last name and last four digits of your ssn as your username. (ex. Jdoe2232)

Your password is the last four digits of your ssn. (ex. 2232)

Click Personal Information on the right hand side of the screen.

You'll see your personal information appear. Underneath all information is a TINY "edit."

Click the edit link to edit any thing that has changed since you last updated the information.

When you finish, click SAVE Click LOG OUT in the upper right hand corner.

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