

# Employee Self Service Center Instructions

## IF YOU HAVE NOT USED THE STATE OF KANSAS EMPLOYEE SELF SERVICE within the last 30 days:

- Go to [www.hreo.ku.edu](http://www.hreo.ku.edu). Click on '**2007 Open Enrollment Information**' in the Announcement section (upper right hand corner).
- Click on 'EMPLOYEE SELF CENTER LOG IN TO COMPLETE OPEN ENROLLMENT'.
- Enter your **11-character State of Kansas Employee ID** available at the Kyou Portal <https://staff.ku.edu>, under MyEmployeeInfo, under View Paycheck after your name, or from your departmental human resources staff member. (The first digit is an alpha character, and the remaining ten digits are numeric. Remember to capitalize the first letter.)
- Click on **Forgot your password?**
- Enter your **11-character State of Kansas Employee ID** again and click **Continue**.
- Enter your **Response** to your **secret Question** and enter your **Date of Birth** in the format shown and click on **Display New Password**. If you are unable to answer your secret question, call the Help Desk at 785-296-1900 (Topeka) or 1-866-999-3001 (toll-free outside of Topeka).
- Use this temporary password to enter the Employee Self Service Center and you will be directed to create a new password. Don't forget to Save at the bottom of the page!
- Click **Main Menu** to go to the Options page. Click on **Benefits Open Enrollment**.

## FIRST TIME USERS OF THE EMPLOYEE SELF SERVICE CENTER: WHO HAVE NEVER COMPLETED WEB OPEN ENROLLMENT

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- First time users of the Employee Self Service Center will be able to create an initial password by **entering the first two (2) letters of your last name (lower case) followed by the last six (6) digits of your social security number**. You will then be prompted to change the password to something personal that will be retained.
- You will be prompted to update your profile by including an email address, if applicable, and setting up a secret question and answer. Follow the on-screen instructions and don't forget to save!
- Click **Main Menu** to go to the Options page. Click on **Benefits Open Enrollment**.