



City of Chesapeake Log-In Instructions for External Agencies

Log-In Instructions for External Agencies

Due to differences in networks, users from the following agencies will be required to log in with their employee ID and ESS password: Community Services Board, Human Services, Social Services, Health Department, Library, and Courts (ie. anyone using a computer account not on the City of Chesapeake network)

To log into ESS, open any web browser and type the following in the address bar:

ess.cityofchesapeake.net/mss2



The next screen you will see is the Home page of Employee Self Service. In the upper right corner of the screen click the 'Log In' link.



To access ESS for the first time, click the 'Forgot your password?' link.
Enter your username (your Employee ID).



Click 'Retrieve hint'.



The system will send you an email. The email states “As requested, here is your Munis Self Service password hint”. The hint will be blank. Click the link at the bottom of the email (as shown below) that enables you to generate a new password.

Request Password Hint

ess@cityofchesapeake.net

Sent: Tue 9/25/2012 3:01 PM

To: John Adams

As requested, here is your MUNIS Self Service password hint.

Password Hint:

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: <https://ess.cityofchesapeake.net/MSS/PasswordRegenerate.aspx?id=QmQ1VXZHqbE=&> to generate a new password.

This will take you to the Password Regeneration page, where you need to enter your username (employee ID). Click the ‘Submit’ button.



After successfully logging in, you will be prompted to change your password. Your new password should consist of at least one capital letter, one lower case letter, one numeric and one alphanumeric character, and be at least eight (8) characters long. For example, this would be an acceptable password: P@s5w0rd. You will also be required to select a password hint in case you forget your password. After you type your new password, the system will notify you if your chosen password is acceptable or not.

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength **Acceptable**

Confirm new password

New password hint

If you ever forget your password, you can repeat this process to generate a new password for Employee Self Service.