

2.0

 Status
 Approved
 Issued
 26/11/2012
 Next Review
 31/08/2018
 Version

Prerequisites to using ESS:

✤ Your Tax File Number (TFN)

- Your TFN can be found on your Payment Summary, Tax Return or Notice of Assessment from the Australian Taxation Office.
- ACH Group staff are not authorised to advise you of your own TFN. This means that site clerks, administration staff, Payroll Department, PHD Department will not be able to look up your file or payroll system if you ask them for your TFN.
- The TFN is used as a security measure to confirm your identity before issuing you with a password for ESS. This is to ensure that your personal and pay details are kept secure.

Your Employee Number (ESS Username)

- Your 8 digit Employee Number can be found on your payslip, labelled Employee ID.
- ACH Group staff are not authorised to advise you of your own Employee Number. This means that site clerks, administration staff, Payroll Department, PHD Department will not be able to look up your file or payroll system if you ask them for your Employee Number.
 Employee Number is used in the Username field to login to Employee Self Service.

Access to a computer with an internet connection

• ESS is a website that can be accessed from any computer with an internet connection. ? For assistance with logging in please use the email link on the ESS Login page or call the IT Helpdesk.

The first step to using ESS is to open the Employee Service website and issue yourself with a password.

 To access the ACH Group Employee Self-Service Website (ESS) while at work, open the ACH Group Intranet via Internet Explorer and select the 'Employee Self Service' icon in the Tool Box.



To access the ACH Group Employee Self-Service Website (ESS) from outside the ACH Group network, eg from home, open Internet Explorer (or alternate web browser) and enter the following web address, <u>https://my.ach.org.au</u>

Approval	Senio	or Manager PHE)	Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue	Date	26/11/2012	6EN	1_W002		Print date 02 August 2016	Page 1	of 8

Work Instructions – Employee Self Service (ESS) Login	
Instructions	

2.0



2. When you access ESS, the first page that you will see is Employee Login.



If this is your first visit to ESS, then you would click the following link:

• First time user? and follow the instructions below

Otherwise, if not your first visit to ESS, follow the steps from Page 6 to login to ESS.

First Time User?

If you are a new user and you do not have a password, ESS can generate a password for you.

Note: These instructions assume that you know your Username (Employee Number) and Tax File Number (TFN). Your username is your 8 digit Employee ID, which is located on your payslip. (refer Prerequisites section above for more information)

Approval	Senio	or Manager PHE)	Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue I	Date	26/11/2012	6EN	I_W002		Print date 02 August 2016	Page 2	of 8



Status Approved Issued 26/11/2012 Next Review 31/08/2018 Version 2.0

1. Click First Time User?

The New Password page appears.



2. In Username, type your 8 digit employee number

Hint: Your login username is the same as your Employee Number, which is located on your payslip labelled Employee ID. Employee Number is 8 digits long, starting with 1000nnn.

3. Click Next.

The password questions appear.

🖉 ACH Group Employee Self Se	rvice - Windows Ir	nternet Explorer	
💽 🗸 🔭 💦 https://my.ach.org	g.au/BaseForm.aspx?_r	eq=NewPassword.ShowNewPassword&_currentView=Login.Login 🛛 🖌 🛃 🛃	
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	s <u>H</u> elp		
	Enter surname using correct		
GROUP Bod Lives for Dider People	Pilot	🈂 🗳 💆 📲	upper and lower case
	New Password		
	Hint: Pleas	e correctly answer the following question(s) and click Submit to generate your nev	Enter date of
	Surname	Smith	dd/mm/yyyyy
	Date of birth	05/01/1960	
	Tax File Number	123987456	
		Cancel Submit	Enter TFN as 9 digits without spaces
Done			

4. Type answers to the questions.

Surname:Enter surname using same upper and lower caseDate of birth:Enter date of birth as format dd/mm/yyyyTax File Number:Enter TFN as 9 digits without spaces

Approval	Senio	or Manager PHE)	Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue	Date	26/11/2012	6EN	1_W002		Print date 02 August 2016	Page 3	of 8



Status	Approved	Issued	26/11/2012	Next Review	31/08/2018	Version	2.0

Hint: refer Prerequisites section above for more information on TFN.

5. Click Submit.

If you answer the security questions correctly, then your new temporary password will appear.

🖉 ACH Group Employee Self Se	rvice - Windows Internet Explorer	
😋 💽 👻 https://my.ach.or	g.au/BaseForm.aspx?_req=NewPassword.ShowNewPassword¤tView=Login.Login	Google
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo Links	is Help	
🚖 🕸 🞥 ACH Group Employee	5elf Service	🟠 🔹 🐻 🝸 🖶 T 📴 Page 🕶 🎯 Tools 🕶 🎽
ESS	Pilot 🕹 🐇	
	New Password Your new password is displayed below. It is recommended that you change the PT\$LB& Login page	Loaout
Done		🖳 😌 Local intranet 🔍 100% 👻 🛒

- 6. Select the password and press **Ctrl+C** to copy it, or write down the password exactly as shown on your screen.
- 7. Click the Login page button.

The Employee Login screen appears.

🖉 ACH Group Employee Self S	ervice - Windows Internet Explorer		X
💽 🗸 🕌 https://my.ach.or	g.au/BaseForm.aspx?_req=NewPassword.ShowNewPassword¤tView=Login.Login	Google	
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oc Links	is <u>H</u> elp		
😭 🕸 💦 ACH Group Employee	Self Service	🟠 🔹 🔝 🔹 🖶 🔹 📴 Bage 🔹 🎯 T <u>o</u> ols 🔹	. »
ACH GROUP Tode Prega	Pilot 🕹 🐇		<
	Employee Login	?	
	Your login username is the same as your Employee Number, wh in please <u>email</u> or call the IT Helpdesk for assistance.	ich is located on your payslip. If you have any issues logging	=
	Username O		
	Login	Config 4 0 1 81 - 1 Seo 2011	
	renderten real pozentie. I met ente datti i Copyright ej Colpac Enterprise e	Standard St	~
Done		Uccal intranet 🔍 100% 🔹	

- 8. In Username, type your 8 digit employee number
- 9. In Password, press **Ctrl+V** to paste the new password into the Password field, or type the password if you wrote it down in step 6.
- 10. Click Login.

After you log in successfully, you will be prompted to change your password.

Approval	Senio	or Manager PHE)	Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue I	Date	26/11/2012	6EN	1_W002		Print date 02 August 2016	Page 4	of 8

Work Instructions – Employee Self Service (ESS) Login Instructions **Status** Approved Issued 26/11/2012 **Next Review** 31/08/2018 Version 2.0 🕈 ACH Group Employee Self Service - Windows Internet Explorer 🚱 🕞 👻 👫 https://my.ach.org.au/BaseForm.aspx?_view=ChangePassword.ChangePassword 💌 🔒 🐓 🗙 Google 2 File Edit View Favorites Tools Help 🟠 🔹 🔝 🕤 🖶 🔹 🔂 Page 🔹 🏠 Tools 🔹 🚖 🎄 💦 ACH Group Employee Self Service ESS Pilot You currently have a temporary password. Please change your pas ? Change Password Your new password must contain 2 different character types. The character types are alpha (upper), alpha (lower), numeric and special (= $\ ()$ 🕜 Hint: Consider the following situation when recording your old password: Has a temporary password been issued? Yes: The old password is the temporary password issued when it was reset. No: The old password is the one you previously used to login. Old password * New password Confirm password * Submit Powered by PayGlobal 🧐 Local intranet 🔍 100%

- 11. In Old password, press Ctrl+V to paste the temporary password into the Old Password field, or type the password if you wrote it down in step 6.
- 12. Type a new password of your choice into the New Password field. (minimum of 7 characters long and must contain 2 different character types. The character types are alpha (upper), alpha (lower), numeric and special (#\$%^&*()!).
- 13. Type the same new password into the Confirm Password field.
- 14. Click Submit.

If the new password is accepted, a message "Loading" will appear, then the Home page of ESS.

Approval	Senio	or Manager PHE)	Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue I	Date	26/11/2012	6EN	I_W002		Print date 02 August 2016	Page 5	of 8



Status	Approved	Issued	26/11/2012	Next Review	31/08/2018	Version	2.
CACH Group Employ	yee Self Service - Window ://my.ach.org.au/BaseForm.asp orites Iools <u>H</u> elp	s Internet Explorer x?_view=HomePage.HomeI	Page	× 4 (4)	X Google		
ACH Grou ACH Bood Lues for Defer Pregle Hello Tania Cannons,	SS Pilot Hello Ta	ania	2	🕹 ۡ 🕯	Mar • Dar • De Page	• () Tools • "	
Henu My Details My Details My Leave My Payslips My Documents Messaging Change Password	Welcome to Last login: Todi Emplo The pilot is de experience th to contribute for Links ACH Group	Self-Service ay 05:19 p.m. yee Self Service SI isigned to provide you e benefits of using Emp eedback. website	taff Pilot with an opportunity to loyee Self Service (ESS) and	My Documents h _available for you Application for Leave Changes to Personal Inf INR. (Incident Notification Roster Changes Notifica 2012 ACH Group Pay Pe	as the following forms ir use	2002	
			<u>Email PHD team</u> <u>Compan</u> Copyright © Eclipse E Powered I	v Website Email Webmaster nterprise Config 4.0.1 R1 by <u>PavGlobal</u>		~~~~	
					😼 Local intranet	🔍 100% 🔹 🔐	

Logging in after you have issued a password

1. On the Employee Self Service home page

C ACH Group Employee Self Se	ervice - Windows Internet E	kplorer			
GO - 💦 https://my.ach.or	g.au/BaseForm.aspx?_req=NewPa	ssword.ShowNewPassword&cu	rrentView=Login.Login	🖌 🔒 🗲 🗙 Google	P -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo Links	ls <u>H</u> elp				
😤 🕸 🎇 ACH Group Employee :	Self Service			🙆 • 🖻 ·	🖶 🔹 🔂 Page 🗸 🍈 Tools 🗸 🎽
ACH CROUP Bood Lives for Dider Propule	Pilot		چ 🕹		<u>^</u>
	Employee Login Partial Your login use in please email Username Password Logi	name is the same as your of or call the IT Helpdesk for	Employee Number, whi assistance.	ch is located on your payslip. If yo	2 bu have any issues logging
	Forgotten your password?	First time user? Copyright	© Eclipse Enterprise C	Config 4.0.1 R1 - 1 Sep 2011	v
Done				Second	tranet 🔍 100% 🔻 🛒

2. Type your **Username** and **Password**. Hint: Your login username is the same as your 8 digit Employee Number, which is located on your payslip, labelled as Employee ID starting with 1000nnnn.

3. Click Login.

Approval	Approval Senior Manager PHD			Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue Date		26/11/2012	6EN	I_W002		Print date 02 August 2016	Page 6	of 8

Work Instructions – Employee Self Service (ESS) Login							
Instructions		Go Oli					

Version 2.0

 Status
 Approved
 Issued
 26/11/2012
 Next Review
 31/08/2018

If your username and password are correct, then you will go to the home page.



If your username and/or password are **incorrect**, then you will see the following message:



Approval Senior Manager PHD			Date	Owner	DMS Senior Manager PHD	Rating	Е	
First Issue Date		26/11/2012	6EN	I_W002		Print date 02 August 2016	Page 7	of 8



Status Approved Issued 26/11/2012 Next Review 31/08/2018 Version 2.0

Check the following:

- You have typed your username correctly make sure you have used your 8 digit employee number (not your network login name)
- You have typed you password correctly make sure you are entering the correct combination of letters, numbers and special characters in the correct upper case and lower case format.
- The Caps Lock is **not** on.
- Is Num Lock on or off if you are entering numbers into your password using the number keypad, if Num Lock is off the numbers will not be working. Make sure Num Lock is on before trying again, or use the numbers across the top of the keyboard.

Forgotten Your Password?

If you forget your password, then you would click the link Forgotten Your Password?

This link will take you through a similar process to the First Time User link which has instructions above.

Approval	oproval Senior Manager PHD			Date	Owner	DMS Senior Manager PHD	Rating	Е
First Issue I	Date	26/11/2012	6EN	I_W002		Print date 02 August 2016	Page 8	of 8