Section 1

Getting Started

The following instructions explain how to log in, set up your account, change your password or security questions and navigate pages in ESS.

Logging In to ESS

1. Go to [www.strsoh.org/employer](https://www.strsoh.org/employer). (Be sure to include /employer at the end of the address to avoid going to the STRS Ohio member site.)
2. Click “ESS Login” in the upper right corner of the home page.
3. The ESS Login box will appear. Enter your user name and password. Then click “Login.”

Note: You must have your own user name and password to use ESS. If you do not have an ESS account, contact your STRS Ohio employer advisor to set up your account today. Do not use anyone else’s login credentials.

Tips!

- Look for “STRS Ohio Employer” in the blue banner at the top of the page to be sure you are on the employer website.
- Passwords are case sensitive. Make sure “Caps Lock” is not on.
- Your account may be automatically suspended (locked) if you have not accessed ESS in the past six months.
- If you cannot remember your user name or password, call STRS Ohio toll-free at 888-535-4050.
Setting Up Your Account (Initial Login)

When you log in to ESS for the first time, you will be asked to provide contact information, set up security questions and create a new password. This is a three-step process (identification, security setup and confirmation). Use the following instructions to set up your account.

Step 1

Complete all fields on the Identification screen. Then click “Next” to continue to the Security Setup screen.

Step 2

Enter all information on the Security Setup screen. Then click “Next” to continue to the Confirmation screen shown on the next page.
**Step 3**

Review the information on the Confirmation screen.

- If all information is correct, click “Confirm.”
- If you need to correct any information, click “Back” to return to the previous screen(s).
Changing Your Password or Security Questions

If you want to change your password or security questions after your initial login:

1. Click on your name at the top of any page.
2. In the User Profile box, click “Change Password” or “Change Security Questions.”
3. The screen shown on the next page will appear for you to make the changes.

Note: You can also view your login history by clicking “View Login History.”
Change Password

1. Enter your current password.
2. Enter your new password following the rules at the top of the page. Then confirm it.
3. Click “Change.”

Change Security Questions

1. Select your preferred security questions from the drop-down menu.
2. Enter your answers to the questions.
3. Click “Change.”
Navigation Tips

Navigation on the Home Page

To navigate ESS on the home page:

1. Click a topic in the banner menu at the top of the page, or
2. Click a topic in the Additional Tools menu.

*Note: Options in the banner menu and Additional Tools menu may vary depending on the type of access granted.*

Navigation on Any Page

To navigate ESS on any page:

1. Click “Home” in the upper left corner of the page to return to the home page, or
2. Click a topic in the banner menu at the top of the page.