DIRECTIONS AND SCREEN SHOTS FOR MY FIRST DAYS

New employees will receive notification from the Help Desk, verifying email and Employee Self Service accounts have been created, including your username and password. Before you login to ESS, you MUST sync your password to PASSHE’s server by changing your MUAD password. You can do this by visiting our password portal and enrolling, if you have not already done so.

The password portal is located at https://mumanager.millersville.edu, but you can also get there via the MU home page by hovering over the "Faculty & Staff" link at the top of the page, then going to the "Logins". Look for "myAccount@MU (Faculty and Staff Passwords)" in the list of services.

After setting up your unique password, go to the Millersville University home page www.millersville.edu
In the top border, the employees put their cursor over FACULTY AND STAFF.
Select Log-Ins from the drop-down box that appears.
On the Log-Ins and Services Directory screen, the employees select the ESS logo.

On the Employee Self-Service (ESS) home page, click on the State System of Higher Education logo that is used to log on to ESS.
On the next page, employees enter their account information provided by the Help Desk.

The user name is – firstname.lastname@millersville.edu

The password is the one set up by the employee.
On the Home Information page of ESS click on the Employee Self-Service tab.
On the page listing Areas of Employee Self-Service, scroll down to the section labeled My First Days (for new employees only). By clicking on this link, you will be able to set up your direct deposit, enroll in your medical benefits and retirement plan, enter your emergency contact information, your degrees earned, complete your W4 form, etc. This “My First Days” application MUST be run within 30 days of your hire date.

For complete directions see the My First Days Help Document in the Help Documents tab.