Employee Self Service (ESS) Access for Former Employees

Former employees can log in to ESS with a personal email address after accepting a Johns Hopkins guest account invitation. ESS is accessible to former employees for 18 months after their employment ends.

Employees will receive an ESS invitation to their personal email:

- Four days after SAP stops sending the employee's record to JHED if a personal email address has been entered into the myProfile area of the myJH Portal.

OR

- If a former employee verifies their identity with HR/Payroll Shared Services (443-997-5828).

Important Notes:

- When a guest account is configured, it must be synchronized through several JH systems. After receiving the invitation, please allow 30 minutes before accepting and beginning the registration process.
- If you are using a computer or device that has logged into your Microsoft 365 with your JHED account, your sign in may have been saved in your browser. You may need to sign out of that account first or use a private browser window. See the bottom of this document for more information on logging into multiple Microsoft 365 accounts on the same computer.

To access ESS, accept the invitation and follow the steps to register your guest account:
The registration process may look slightly different depending on your personal email service. You may see one of the following prompts:

**Microsoft Accounts**

If using personal a Microsoft email account, you will only need to accept the consent form:

![Microsoft](image)

**Google**

If using a personal Gmail account, you will need to authenticate with your Google credentials.

![Google](image)
Other Email Services
If your personal email address is not associated with Microsoft or Google, you will be prompted to create a Microsoft account.

1. Microsoft
   Create account
   Looks like you don’t have an account with us. We’ll create one for you using jhb2b@tutanota.com.

2. Microsoft
   Create a password
   Enter the password you would like to use with your account.
   Create password
   [ ] Show password

3. Microsoft
   Create account
   We need just a little more info to set up your account.
   Country/region
   United States
   Birthdate
   January 1 1980

4. Microsoft
   Verify email
   Enter the code we sent to jhb2b@tutanota.com. If you didn’t get the email, check your junk folder or try again.
   [ ] I would like information, tips, and offers about Microsoft products and services.

5. Microsoft
   Create account
   Before proceeding, we need to make sure a real person is creating this account.
   Enter the characters you see:
   8PxpH4/jk

6. Microsoft
   Review permissions
   organization: Johns Hopkins
   [ ] Sign in
   [ ] Read your name, email address, and phone
   [ ] Allow this organization to access and process your data to operate, control, and administer your account according to their policies.
   Johns Hopkins has not provided a link to their privacy statement for you to review.

This resource is not shared by Microsoft.

- You should only accept if you trust Johns Hopkins. By accepting, you allow the organization to access and process your data to operate, control, and administer your account according to their policies.
- Johns Hopkins may log information about your access. You can remove these permissions at:
  https://myapps.microsoft.com/live/johnhopkins.edu

[ ] Cancel [ ] Accept
After accepting the invitation and registering your personal account, you will be redirected to https://ess.johnshopkins.edu.

You should see the Johns Hopkins Sign In screen below. If you see a different screen prompting for an SAP username and password, this means your guest account is not ready for ESS access. Please wait 30 minutes and log in again at https://ess.johnshopkins.edu.
ESS requires Multi-Factor Authentication (MFA). You will be prompted to configure MFA when you first authenticate to ESS with your personal email. Click Next.

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

First Time JHED Users Click Here

The purpose of Johns Hopkins Enterprise Authentication is to provide a single sign-on functionality for our customers to access many applications with just one login.

You will be prompted to use the Microsoft Authenticator app. Alternatively, you can select “I want to setup a different method” to use your phone number to receive your verification code via text or phone call.

To use the Microsoft Authenticator app, download the app if you do not already have it.
You will be prompted to begin setup. If you already have Microsoft Authenticator installed, you will need to add a new connection. You should find this option in the upper right-hand corner. When prompted for type of account, select “Work or school”.

Select ‘Scan QR code” and scan the code on the registration screen.
If you choose to set up MFA using a different method, you will see the below prompt and can select “Phone” from the drop-down.
Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 443. Enter the code below.

Enter code

Resend code

I want to set up a different method

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Phone

✓ SMS verified. Your phone was registered successfully

Next

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - call 443

Phone

+1 443

Done
Once you have configured MFA for your guest account, you will be directed to ESS.

If you resume employment at Hopkins and have an active position in SAP, your guest account access will be removed, and you will login to ESS with your JHED credentials.
Log into Multiple Microsoft 365 Accounts on the Same Computer

If you are logging into a new Microsoft 365 account, you may find that your browser has saved your credentials from an existing account and will attempt to log into that account automatically. Below are some options to switch between Microsoft accounts:

1. Sign out of the account you are signed in with and then sign in with the other account.
2. Use a different web browser.
3. Open a private session in your current web browser.
   - Microsoft Edge: InPrivate
   - Chrome: Incognito window
   - Firefox: New Private Window

1. Sign Out of Current Account
If you are already logged into an account, click your photo or name icon in the upper right corner. Click **Sign Out**:

   ![Sign Out](image)

   Click **Switch to a different account**.

2. Use a different web browser
Example: If you are using Chrome, open Firefox and sign into the new Microsoft 365 account.
3. Use A Private Browser Window
You may also access another account by using a private browser window in your current browser.

**Microsoft Edge**

Click the settings icon in the upper right corner and select **New InPrivate Window**.

**Chrome**

Click the settings icon in the upper right corner and select **New Incognito Window**.

**Firefox**

Click the settings icon in the upper right corner and select **New Private Window**.