Employee Self Service (ESS) Access for Former Employees

Former employees can login 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.
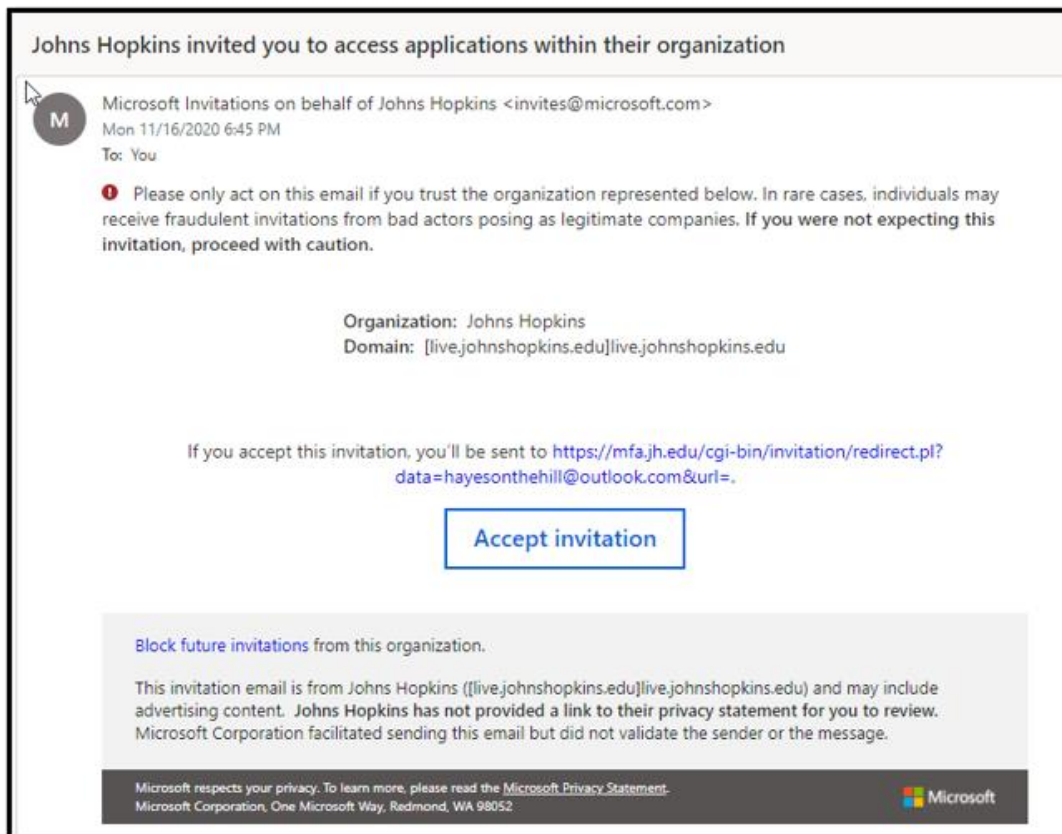
OR

- 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:

Johns Hopkins invited you to access applications within their organization

M Microsoft Invitations on behalf of Johns Hopkins <invites@microsoft.com>
Mon 11/16/2020 6:45 PM
To: You

🛑 Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Johns Hopkins
Domain: [live.johnshopkins.edu]live.johnshopkins.edu

If you accept this invitation, you'll be sent to https://mfa.jh.edu/cgi-bin/invitation/redirect.pl?
data=hayesonthehill@outlook.com&url=.

Accept invitation

Block future invitations from this organization.

This invitation email is from Johns Hopkins ([live.johnshopkins.edu]live.johnshopkins.edu) and may include advertising content. Johns Hopkins has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052   Microsoft

The registration process may look slightly different depending on your personal email service. You may see one of the following prompts:
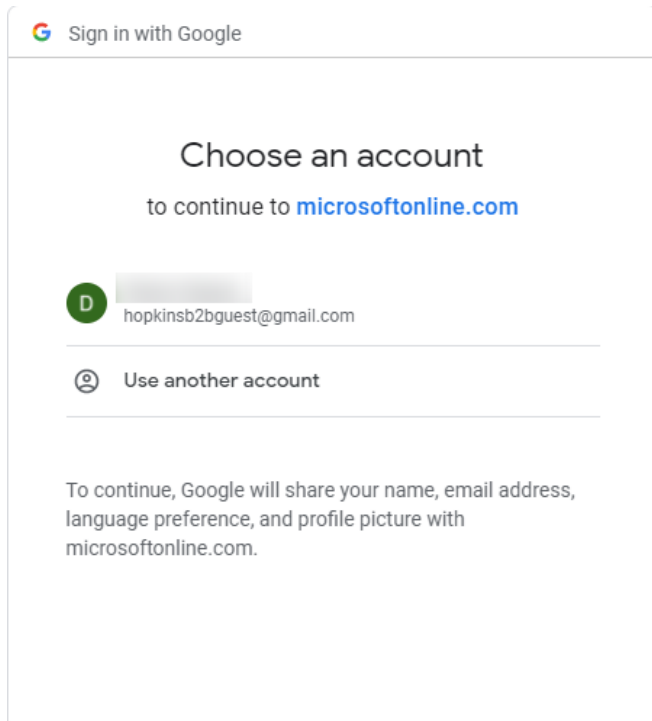
Microsoft Accounts

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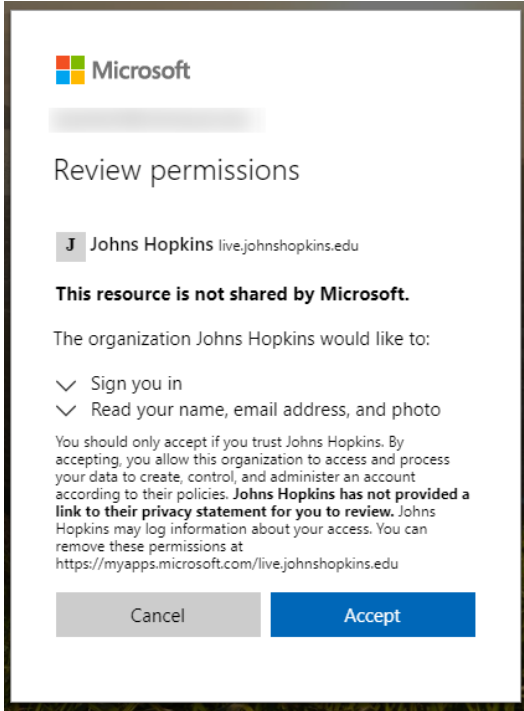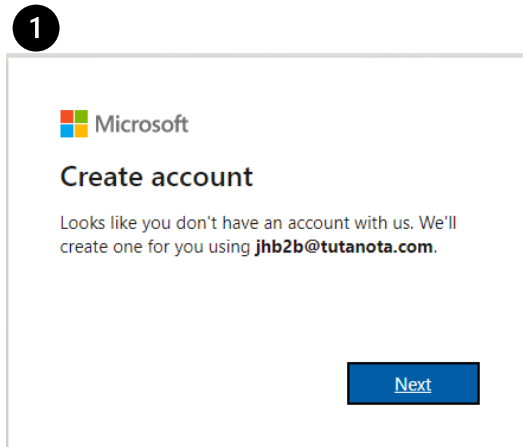

Google

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

Other Email Services

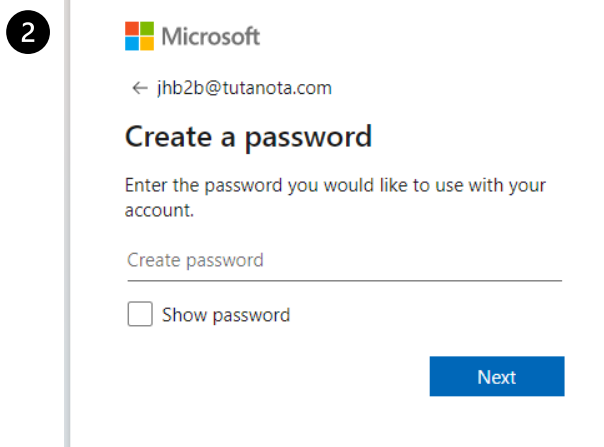If your personal email address is not associated with Microsoft or Google, you will prompted to create a Microsoft account.

1

Microsoft

Create account

Looks like you don't have an account with us. We'll create one for you using **jhb2b@tutanota.com**.

Next

2

Microsoft

← jhb2b@tutanota.com

Create a password
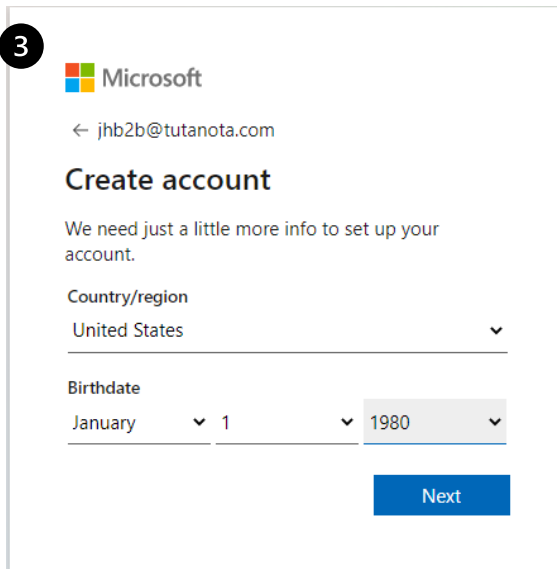
Enter the password you would like to use with your account.

Create password

☐ Show password

Next

3

Microsoft

← jhb2b@tutanota.com

Create account
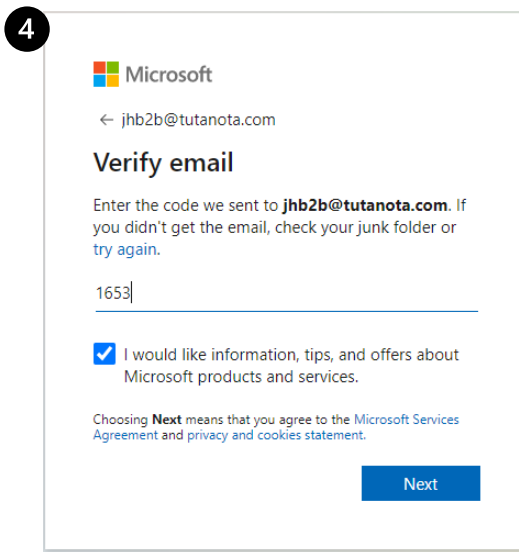
We need just a little more info to set up your account.

Country/region

United States

Birthdate

January   1   1980

Next

4

Microsoft

← jhb2b@tutanota.com

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.
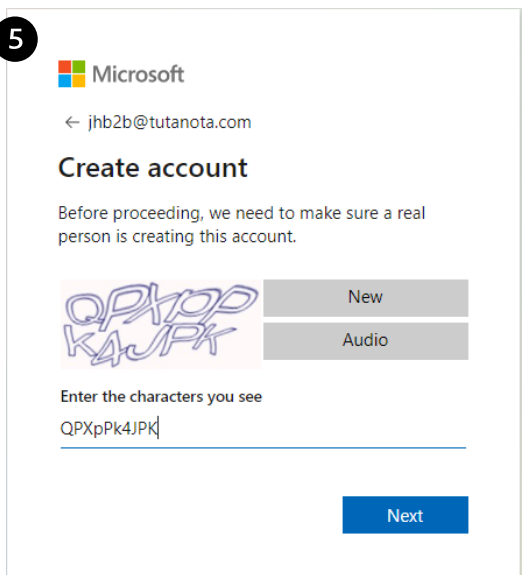
1653

☑ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Next

5

Microsoft

← jhb2b@tutanota.com

Create account

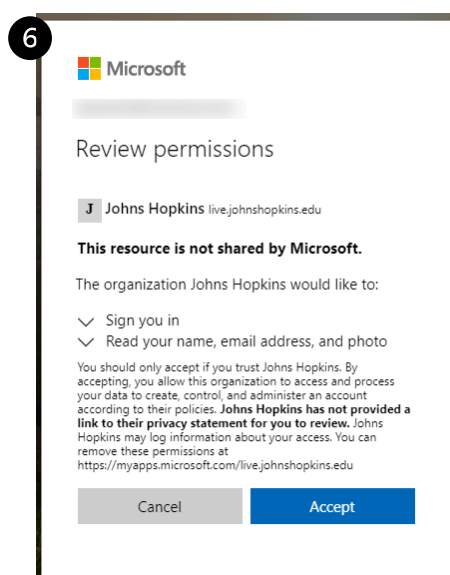Before proceeding, we need to make sure a real person is creating this account.

QPXPP K4JPK

New
Audio

Enter the characters you see

QPXpPk4JPK

Next

6

Microsoft

Review permissions

J Johns Hopkins live.johnshopkins.edu

This resource is not shared by Microsoft.

The organization Johns Hopkins would like to:

∨ Sign you in
∨ Read your name, email address, and photo

You should only accept if you trust Johns Hopkins. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Johns Hopkins has not provided a link to their privacy statement for you to review.** Johns Hopkins may log information about your access. You can remove these permissions at https://myapps.microsoft.com/live.johnshopkins.edu
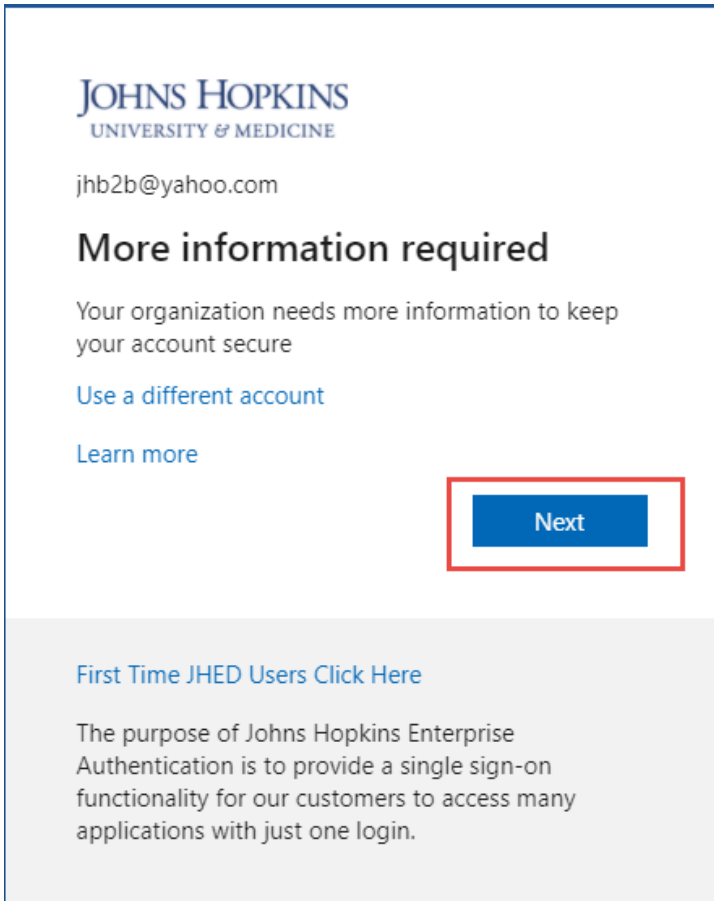
Cancel   Accept

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.
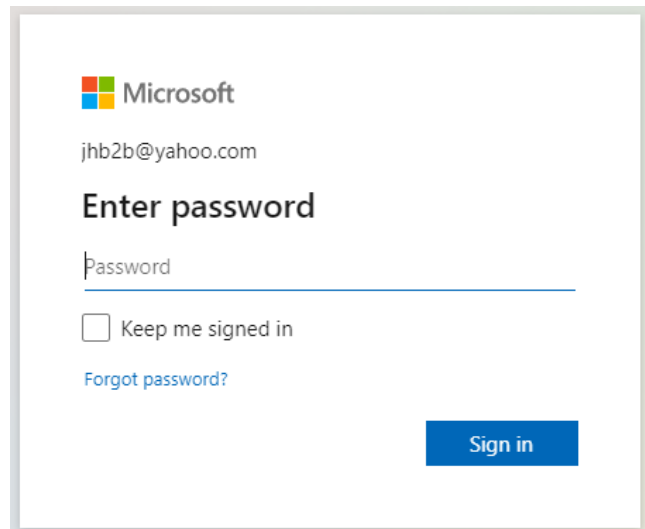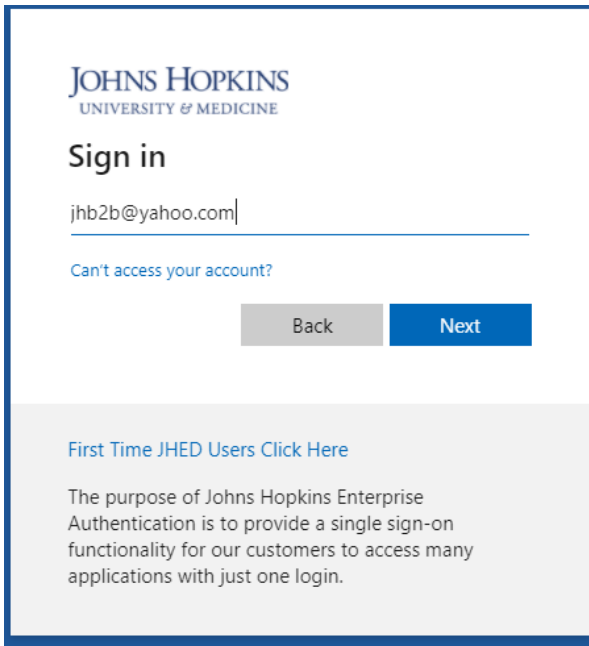
ESS requires Multi-Factor Authentication (MFA). You will be prompted to configure MFA when you first authenticate to ESS with your personal email. Click Next.
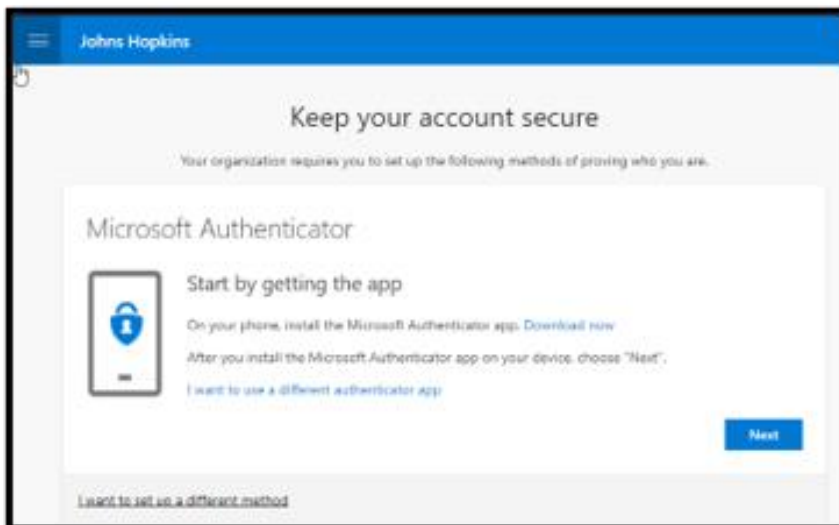
You will be prompted to use the Microsoft Authenticator app. Alternatively, you can select "I want to setup a different method" to use your phone number to receive your verification code via text or phone call.

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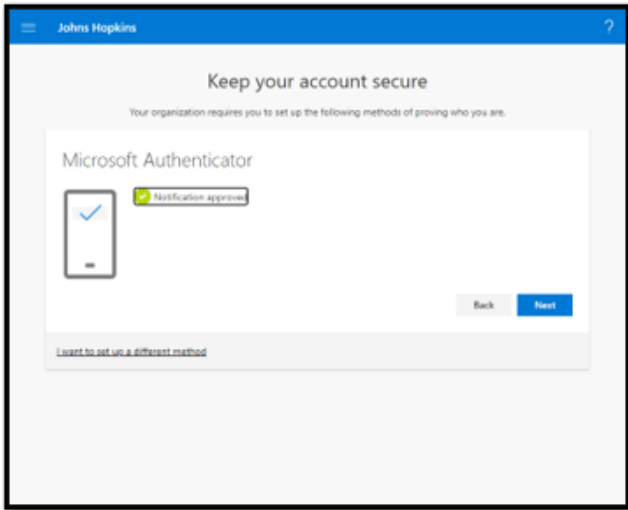
You will be prompted to begin setup. If you already have Microsoft Authenticator installed, you will need to add a new connection. You should find this option in the upper right-hand corner. When prompted for type of account, select "Work or school".
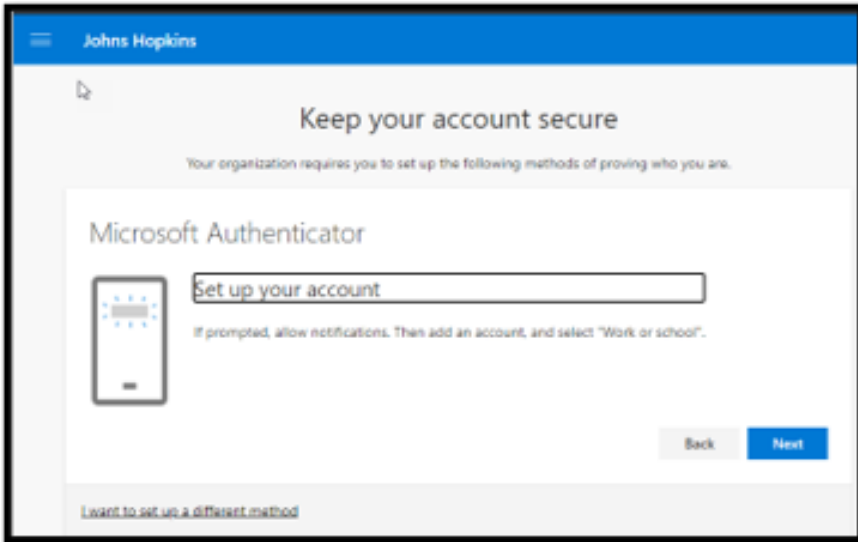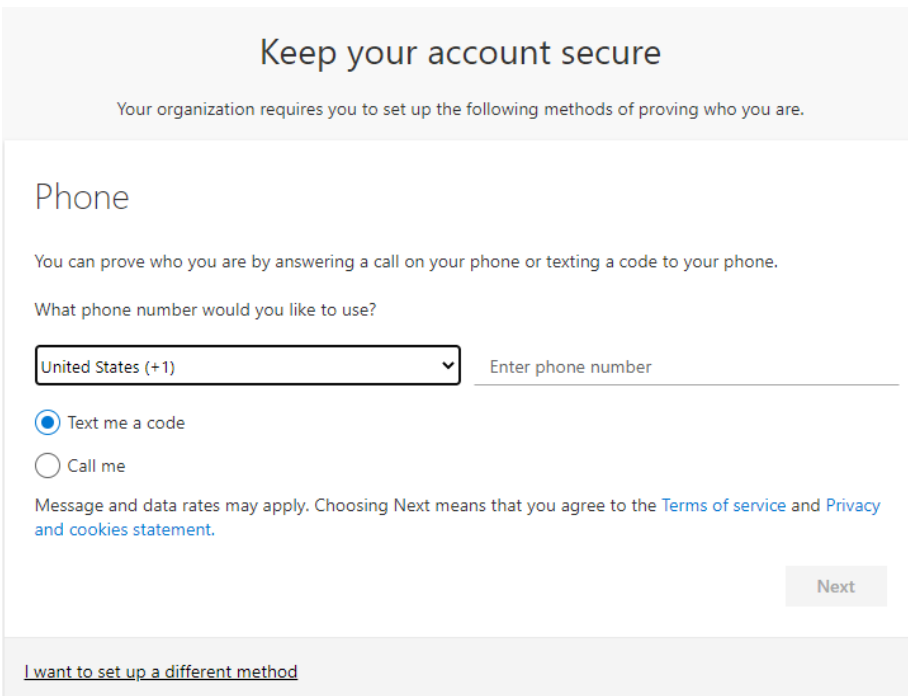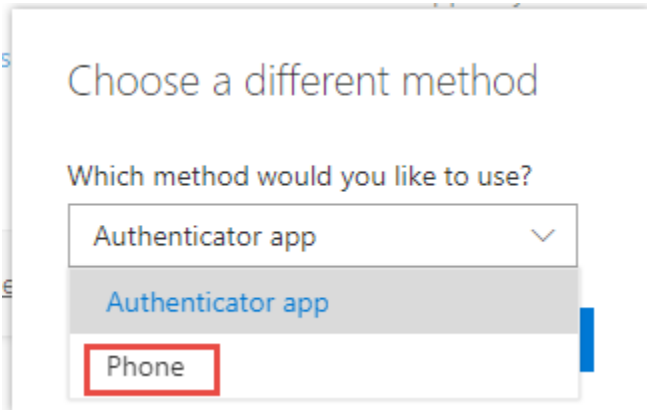

Select 'Scan QR code" and scan the code on the registration screen.
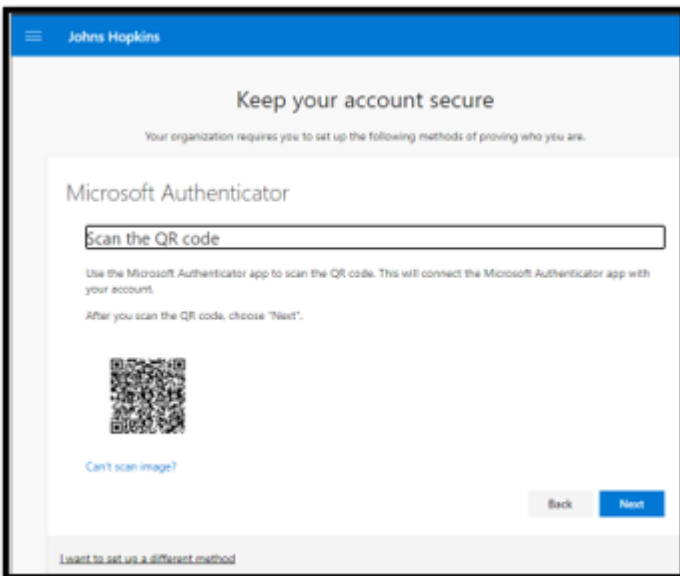
If you choose to set up MFA using a different method, you will see the below prompt and can select "Phone" from the drop-down.

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 4439⬛⬛⬛⬛. Enter the code below.

Enter code

Resend code

Back   Next

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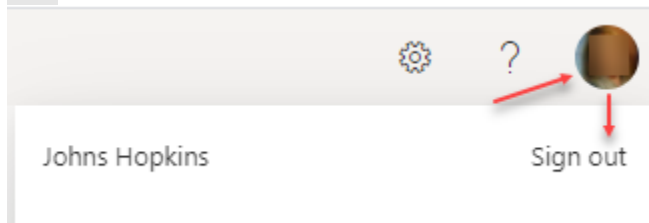
If you are logging into a new Microsoft 365 account, you may find that your browser has saved your credentials from an existing account and will attempt to log into that account automatically.
Below are some options to switch between Microsoft accounts:

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**:
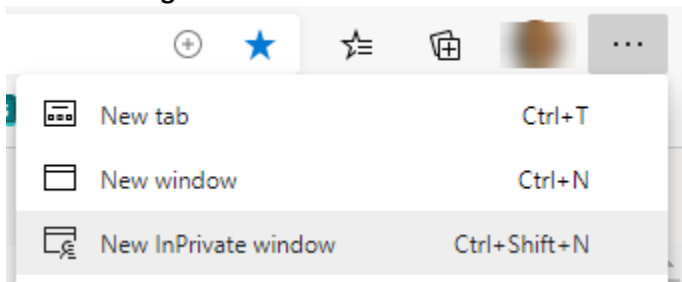

Click **Switch to a different account**.
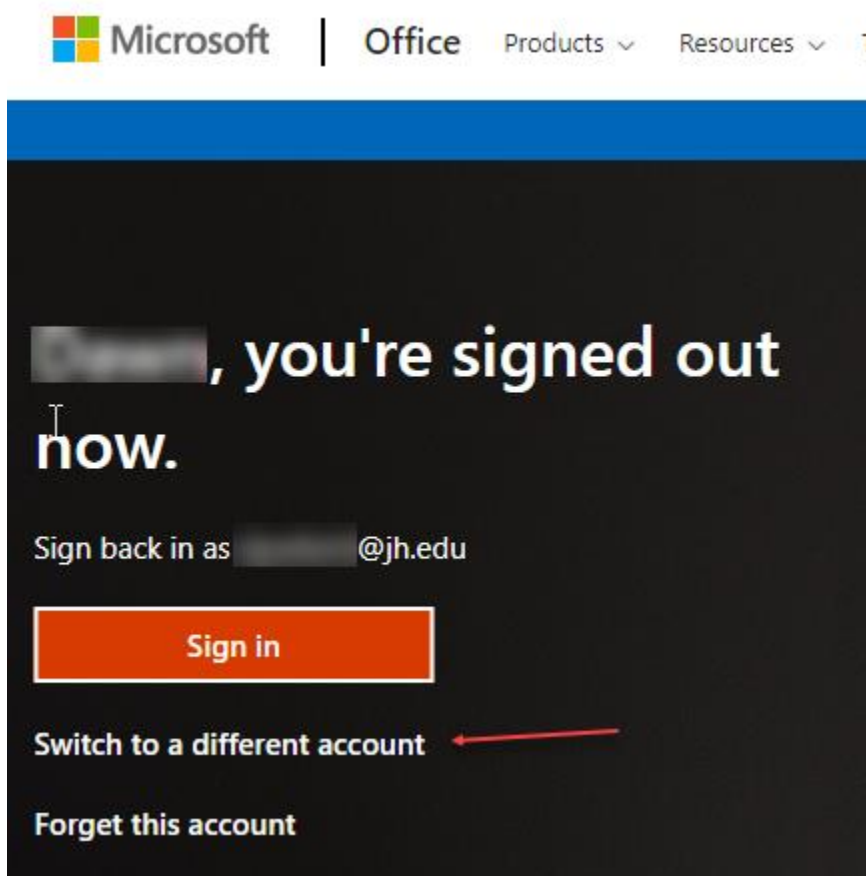
2. Use a different web browser

Example: If you are using Chrome, open Firefox and sign into the new Microsoft 365 account.

3. Use A Private Browser Window
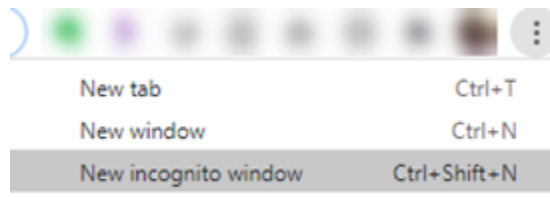You may also access another account by using a private browser window in your current browser.

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**.