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:

hns	Hopkins invited you to access applications within their organization
м	Microsoft Invitations on behalf of Johns Hopkins <invites@microsoft.com> Mon 11/16/2020 6:45 PM To: You</invites@microsoft.com>
	• 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 <u>Microsoft Privacy Statement</u> . Microsoft Corporation, One Microsoft Way, Redmond, WA 98052.

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.

	← ihb2b@tutanota.com
Microsoft	Create a password
Create account	Enter the password you would like to use with yo
Looks like you don't have an account with us. We'll create one for you using jhb2b@tutanota.com .	Create password
	Show password
Next	Next
Microsoft	4 Microsoft
← jhb2b@tutanota.com	← jhb2b@tutanota.com
Create account	Verify email
We need just a little more info to set up your account.	Enter the code we sent to jhb2b@tutanota.com . If you didn't get the email, check your junk folder or try again.
Country/region	1653
Birthdate January V 1 V 1980 V	I would like information, tips, and offers about Microsoft products and services.
Next	Agreement and privacy and cookies statement.
Microsoft	6 Microsoft
← ibb2h@tutanota.com	
Create account	Review permissions
Before proceeding, we need to make sure a real	J Johns Hopkins livejohnshopkins.edu
person is creating this account.	This resource is not shared by Microsoft.
New Audio	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
Enter the characters you see	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 like to their privacy ctatement for you to evalue Johns.
QPXpPk4JPK	Hopkins may log information about your access. You can remove these permissions at https://mwangs.microsoft.com/live-inhectonkins.adu

After accepting the invitation and registering your personal account, you will be redirected to <u>https://ess.johnshopkins.edu</u>.

JOHNS HOPKINS UNIVERSITY & MEDICINE Employee Self Service		
Help 🔻		
Login to ESS		
Welcome to Employee Self Service at Johns Hopkins		

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 <u>https://ess.johnshopkins.edu</u>.

JOHNS HOPKINS UNIVERSITY & MEDICINE
Sign in
jhb2b@yahoo.com
Can't access your account?
Back Next
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.

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.

and a stress	
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
Micros	oft Authenticator
	Start by getting the app
Û	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
<u> </u>	I want to use a different authenticator app
	Next

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".

=	Johns Hopkir	ns
		Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Microso	ft Authenticator <u>Set up your account</u> If prompted, allow notifications. Then add an account, and select "Work or school". Back Next
	Lwant to set up.	a different method

Select 'Scan QR code" and scan the code on the registration screen.

=	Johns Hopkins			
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.			
	Microsoft Authenticator			
	Scan the QR code Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.			
	After you scan the QR code, choose "Next".			
	Can't scan image?			
	Least to set up a different method			

Johns Hopkins	?
Keep your act Your organization requires you to set up the	Count secure following methods of proving who you are.
Microsoft Authenticator	
Notification approved	Fack Next
Lwant to set up a different method	

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.

5	Choose a different method
	Which method would you like to use?
	Authenticator app \checkmark
E	Authenticator app
	Phone
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.

Phone	
You can prove who you are by answering a call on your phone or texting a code to your	phone.
What phone number would you like to use?	
United States (+1)	
• Text me a code	
◯ Call me	
Message and data rates may apply. Choosing Next means that you agree to the Terms of and cookies statement.	of service and Privacy
	Next
l 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
We just sent a 6 digit code to +1 4439. Enter the code below. Enter code Resend code
Back Next
l 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.
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.

QA		JOHNS HOPKINS	Log off
Hep Q Employee Self Servic	xe [TERM]		Welcome:
Please note th	hat you will have access to ESS thru December 31 of the year following to Personal Information Update or view your Permanent Address. Note: Please review your permanent address and update if appropriate. Address changes after December 31st will not be reflected on your W-2.	ermination from Johns Hopkins. Payrol information View your Pay Statements. NOTE: If you have any questions plea Services.	ase contact Payroll Shared
	<u>W-2 information</u> View your electronic W-2. View Form W-2 instructions.		

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:



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**.

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Sign in to Firefox	>
u Protections Dashboard	
🛱 New Window	Ctrl+N
🗢 New Private Window	Ctrl+Shift+P