

How to access the State of Minnesota Employee Self Service website

1. Log on to: www.state.mn.us/employee

The screenshot shows the 'Self Service' page for the State of Minnesota. The header includes the state seal and the 'SWIFT' logo. A 'Main Menu' dropdown is visible. The 'Sign In' section contains a 'User ID' field with '01139413' entered and a 'Password' field. A 'Sign In' button is below. To the right, a 'State Announcements 2' box contains a message about a 'URL Required' error. Below the sign-in fields is an 'Enterprise Menu' with a 'Forgot Your Password?' link circled in red.

2. Enter your State ID# as the **User ID**
3. Click on **Forgot Your Password**

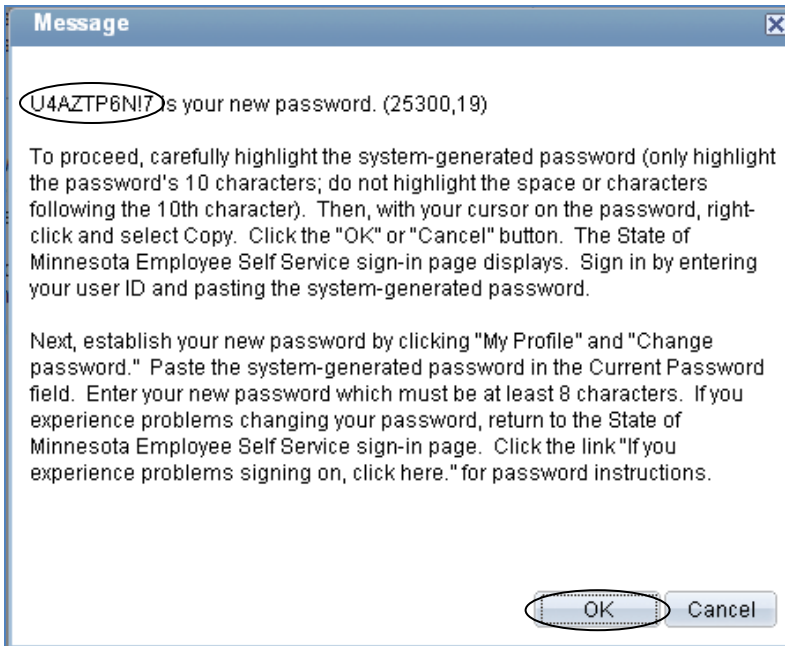
The 'Forgot My Password' page provides instructions for password recovery. It states that if a password is forgotten or expired, a new one can be generated. It asks the user to enter their User ID for authentication. The 'User ID' field contains '01139413' and a 'Continue' button is circled in red.

4. Enter your State ID# as the **User ID**
5. Click the **Continue** button

This screenshot shows the 'Forgot My Password' page after the user ID has been entered. Under 'User Information', the 'User ID' is '01139413'. A security question is asked: 'What is your social security number(numbers only)?'. The 'Response' field contains a masked SSN (represented by dots) and is circled in red. A 'Create password' button is also circled in red. A note below the form states: 'When you sign in for the first time, please change this password immediately to something else.' Further instructions at the bottom advise signing in and selecting 'My Profile' to change the password.

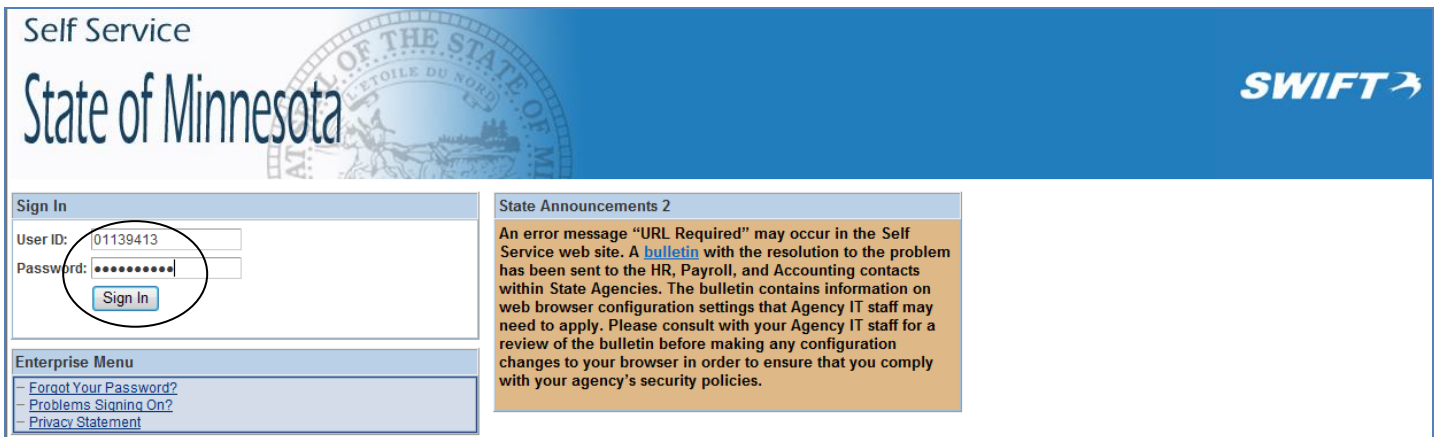
6. Enter your Social Security number (with no dashes) in the **Response** space

7. Click the **Create password** button

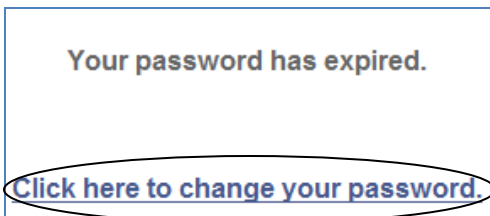


8. Copy the system created **password**

9. Click the **OK** button



10. On the login page, enter your State ID# as the **User ID**, enter the system created **password**, click the **Sign In** button



11. Click the link to **change your password**

Change Password

User ID: 01139413
Description: Drake, Karen Elizabeth

*Current Password: [.....]
*New Password: [.....]
*Confirm Password: [.....]

Change Password

12. Enter the system created password as the **Current Password**

13. Enter a **New Password** that you create. It must be at least 8 characters long and contain characters from each of these four groups:

- Upper case letters (A, B, C, ...)
- Lower case letters (a, b, c, ...)
- Numbers (1, 2, 3, ...)
- Special characters ! @ # \$ % ^ & * () - _ = + \ |] } [{ ; : / ? . > < , `

14. Enter the same new password in the **Confirm Password** space

15. Click the **Change Password** button

Password Saved

✓ Your password has successfully been changed.

OK

16. Click the **OK** button

Self Service SWIFT

Home | Sign out

Main Menu

Enterprise Menu

- State of MN Self Service

Welcome to Self Service

Welcome to the State of Minnesota Self Service. This is the new entry point for the State of Minnesota Self Service website. Over time, this website will be enhanced to include additional information on State Employee programs, as well as self service enhancements as a result of the SWIFT project. To enter the State of Minnesota Employee Self Service, click the State of MN Self Service link under Enterprise Menu.

ELM Announcement

Enterprise Learning Management (ELM) is a learning management content system that is available to all state agencies. All employees will be able to access ELM through the Learning link under the State of MN Self Service folder. If your agency is not currently utilizing ELM or if you are not scheduled to take SWIFT training then the contents will be empty. Updates will be forthcoming. To find out more on ELM, please visit www.mmb.state.mn.us/elm

SWIFT Training Announcement

Registration is open for classes associated with Statewide Integrated Financial Tools (SWIFT), the new financial and procurement system going live July 1, 2011. Employees will receive information about which classes to take from within their agency. To register, select State of MN Self Service and then the Learning folder. To choose a class, go to Browse Catalog. [Click Here](#) for complete instructions on how to register. Classes begin April 18. For more information, visit the SWIFT website at www.swift.state.mn.us

Other Announcements

[2011 April 7 - Vacation Minimum Requirement and Floating Holiday - Fiscal Year End](#)
[All Self Service Announcements](#)

17. Click the blue bar that says **State of MN Self Service**

The screenshot shows the 'Self Service' website interface. At the top, there is a blue header with the 'SWIFT' logo and navigation links for 'Home', 'Print', and 'Sign out'. Below the header, a breadcrumb trail reads 'Main Menu > State of MN Self Service'. The main content area is titled 'State of MN Self Service' and contains several categorized sections:

- My Paystub:** View paystub information, including links for 'View Paystub', 'Pay Calculation', and 'Instructions'.
- Benefits:** Link to insurance information and enrollment, with links for 'Benefits Summary', 'Dependent Coverage', 'Pre-Tax Accounts', and 'Benefits Enrollment'.
- My Leave Activity:** View Leave Information, with links for 'My Leave Activity' and 'Instructions'.
- Other Payroll:** Update and view all other payroll's self services such as tax data, W-2 forms and direct deposit. Includes links for 'W-4 and MWR', 'W-2 Information', 'Direct Deposit', and '6 More...'
- My Personal Information:** Update home address, phone numbers, email address, and emergency contact information. View name and marital status. Includes links for 'Skills Profile', 'Personal Information Summary', and 'Home and Mailing Address'.
- Announcements:** Check for information employees need to know.
- Need Assistance?:** If you have questions or you are having problems with this website. Includes links for 'Problems with website?' and 'Employee Contacts'.
- My profile:** Change My Password and Password Hint. Set options to improve compatibility with screen reading software.
- Learning:** View and maintain learning records and objectives, and browse and search the learning catalog. Includes links for 'My Learning', 'Search Catalog', and 'Browse Catalog'.

This is the Main Menu on the Self Service website. From here you can view your paystubs, check your benefits, change your W-4 tax withholdings, print your W-2, and much more.

Please note: This is a State of Minnesota website, so Normandale cannot unlock your account or look up your password. If you are having problems with your account, please refer to the **Problems Signing On** link on the login page. This will bring you to a PDF document with FAQ's. If you are still having problems, email selfservice.mmb@state.mn.us.

The screenshot shows the login page of the 'Self Service' website. The header features the 'State of Minnesota' logo and the 'SWIFT' logo. The page is divided into several sections:

- Sign In:** A form with fields for 'User ID:' and 'Password:', and a 'Sign In' button.
- Enterprise Menu:** A list of links including 'Forgot Your Password?', 'Problems Signing On?' (which is circled in red), and 'Privacy Statement'.
- State Announcements 2:** A text box containing an error message: "An error message 'URL Required' may occur in the Self Service web site. A [bulletin](#) with the resolution to the problem has been sent to the HR, Payroll, and Accounting contacts within State Agencies. The bulletin contains information on web browser configuration settings that Agency IT staff may need to apply. Please consult with your Agency IT staff for a review of the bulletin before making any configuration changes to your browser in order to ensure that you comply with your agency's security policies."