Employee Self Service (ESS)
Passcode by Email Log on Instructions

Follow these steps to acquire a password via email to access ESS from your non-commonwealth computer or device:

1. Access employee self service (ESS) from your Internet browser by typing: www.myworkplace.pa.gov.

2. Log in with your CWOPA (example: CWOPA\jsmith) or MUSER credentials (example: MUSER\jsmith).

3. You will receive an informational message saying: "Passcode sent via email. Please enter the passcode to log on." Do not close this screen; leave it open while acquiring the passcode.

4. Log into your work email account* to view the message containing the passcode.

5. Return to the ESS log in screen (see step 3) and enter the passcode.

6. Click on the Log On button.

Congratulations! You are now able to access ESS from your device.

*Links and instructions to access your work email from home are available from OIT here: https://itcentral.pa.gov/sites/TechHelp/collaboration/email/SitePages/Home.aspx.

SUPPORT: If you require assistance, please contact the HR Service Center at 866.377.2672 Monday – Friday 7:30 am – 5 pm. Your call may be escalated to the Office for Information Technology for resolution.