

## Registering for Employee Self Service

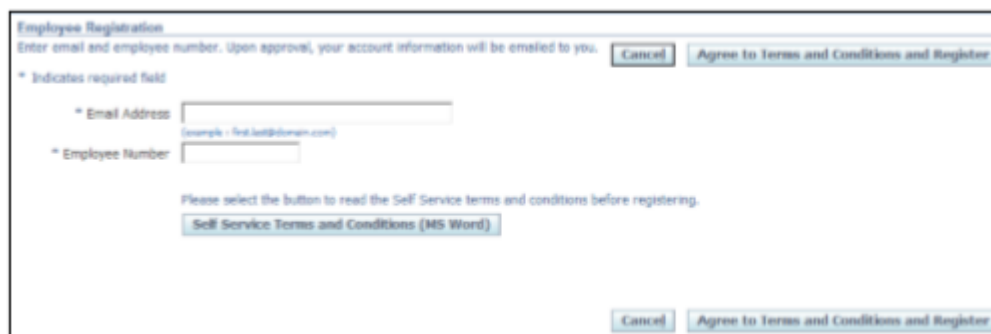
This guide will help you to register for Employee Self Service.

### Register on the HR Self Service log-in screen:

- Under the log-in area of the screen, select 'Register for HR Self Service here'.



- Enter your KCC email address and your Employee Number (OEN).
- Click on the 'HR Self Service Privacy and Terms of Use' button and ensure that you read the document.
- Click on the 'Agree to Privacy and Terms of Use and Register' button.
- A screen will confirm your registration. Click on the 'OK' button.



- You will receive an e-mail from Kent County Council KSSIP containing a temporary password and your username (which is your e-mail address).
- On the HR Self Service log-in screen enter the username and password that has been provided and select 'Login'.
- You will be directed to a new screen where you can create your own password.

Note: Your new password must be at least 8 characters long, must contain letters and numbers and must not contain repeated characters.

In line with KCC's IT policy, you must not divulge your HR Self Service password or log-in details to anyone. Any misuse of HR Self Service will result in immediate withdrawal of access to the system and may result in disciplinary action.

## Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail [ICTservicedesk@cantium.solutions](mailto:ICTservicedesk@cantium.solutions) and they will raise a request on your behalf.

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE  
t: 03000 411115 e: [info@cantium.solutions](mailto:info@cantium.solutions)

Cantium Business Solutions, registered in England & Wales at Sessions House, County Road, Maidstone, Kent ME14 1XQ. Company No. 11242115. VAT No. 294 5402 88.

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