

How do I log into my Webservices account for the first time?

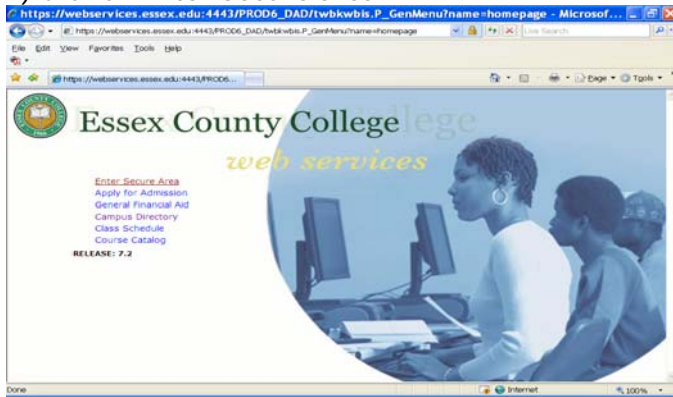
System Requirements:

Web browser - Internet Explorer or Netscape
Must have **128-bit encryption**

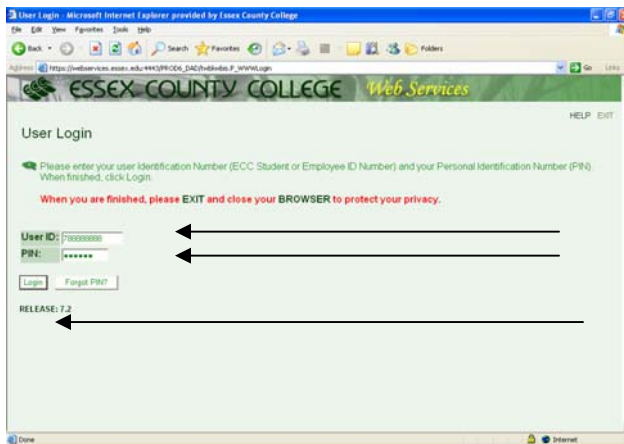
1) Go to the following site:

<http://webservices.essex.edu>

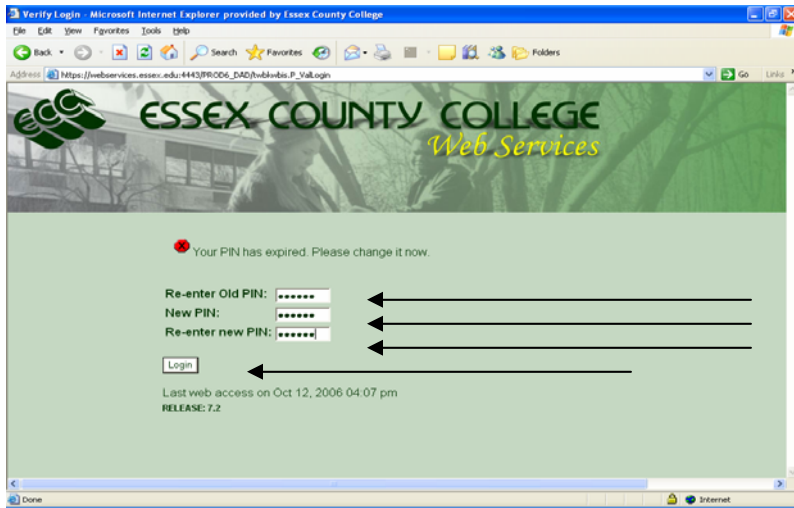
2) Click on **Enter Secure area**



3) In the User ID Box, enter **your Employee ID Number**, Press the Tab key
In the PIN box, enter your **PIN (your date of birth in this format: MMDDYY)** then Click on **Login**



- 4) In the Re-enter Old PIN box **type your date of birth in this format: MMDDYY**
In the new PIN box **type the 6 numbers you would like to have as a PIN** (the new PIN has to be **6 Numbers different than the date of birth**)
In the Re-enter new PIN box **type your new PIN again** and **Click on Login**



- 5) Enter a **Security Question** along with your **answer** then **Click on Submit**

- 6) READ **Terms of Usage**, and if you agree, click on the **Continue**. Otherwise, click on the **Exit** button.

*****When you are finished, please Exit and close your Browser to protect your privacy*****