

# EE Self Service Login



- Open your **Internet Explorer**, then type **(case sensitive)**

<http://192.168.181.25/EmployeeSelfService>

LOGIN

Login :

Password :

Login

[Forgot username/password?](#)

- click the **“Forgot username/password?”**

FORGOT USERNAME OR PASSWORD?

Please enter your email address and an email will be sent to you enabling you to reset your password and rediscover your username

Email :

Submit

- Enter your full **Prairie Rose email address**, click submit

FORGOT USERNAME OR PASSWORD?

An email has been sent including a link that will allow you to continue the password change and username rediscovery process.

- You will be **emailed a link**, open the email **“ess-noreply”** and **click on the link** (hint: you may have to close all other programs/browsers for this to work)

FORGOT USERNAME OR PASSWORD?

Please enter your date of birth.

/  /

YYYY MM DD

Submit

- Enter your birthday, click submit

FORGOT USERNAME OR PASSWORD?

Please enter your new password.

Password :  (at least 8 characters)

Confirm Password :

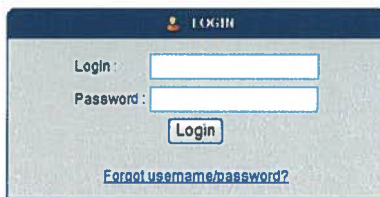
Submit


- Enter and confirm your password, click submit

- Your “Login” will appear, it is numeric, please make note of this number



- Click “Go to login page”



- When the login screen appears, click  “Add to Favorites”
- **SAVE** the login screen in your “Favorites” for future logins