

Newark Board of Education Division of Information Technology

Employee Guide to Accessing PeopleSoft HR ESS once enrolled in DUO

The Newark Board of Education is implementing two factor authentication, to further protect NBOE data and systems. Two-factor authentication adds a second layer of security to your online accounts. Verifying your identity using a second factor (like your phone or other mobile device) prevents anyone but you from logging in, even if they know your password. We will be using a tool called DUO to manage this additional authentication.

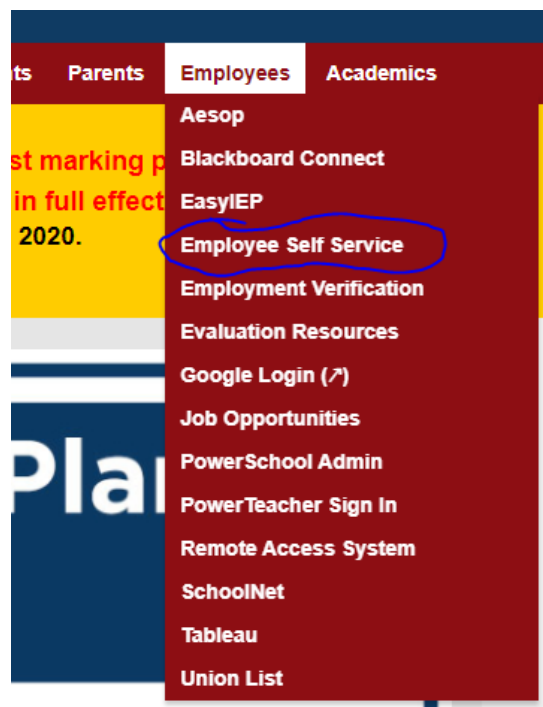
This guide is for employees who have gone through the DUO registration process to register your device.

Once you have enrolled in DUO, each time you try to access PeopleSoft HR ESS, or use a PeopleSoft HR internal bookmarked link, you will be prompted for a DUO authentication. This guide will walk you through the steps that you will take to authenticate, and access PeopleSoft HR.

Step 1 – Navigate to Employee Self Service (ESS)

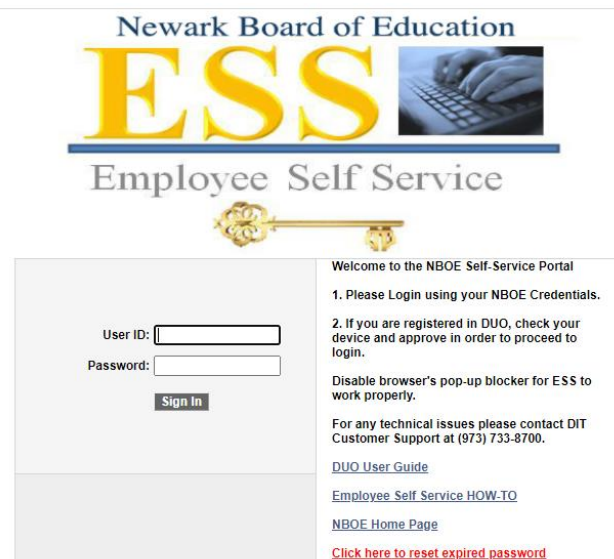
Navigate to the Newark Board of Education Website: [NPS.K12.NJ.US](https://nps.k12.nj.us)

On the menu, select Employees, then select Employee Self Service



Step 2 – Login to the ESS Portal

Use your NPS Login and Password to log in to the portal as before.



Newark Board of Education

ESS

Employee Self Service

User ID:

Password:

[Sign In](#)

Welcome to the NBOE Self-Service Portal

1. Please Login using your NBOE Credentials.
2. If you are registered in DUO, check your device and approve in order to proceed to login.

Disable browser's pop-up blocker for ESS to work properly.

For any technical issues please contact DIT Customer Support at (973) 733-8700.

[DUO User Guide](#)

[Employee Self Service HOW-TO](#)

[NBOE Home Page](#)

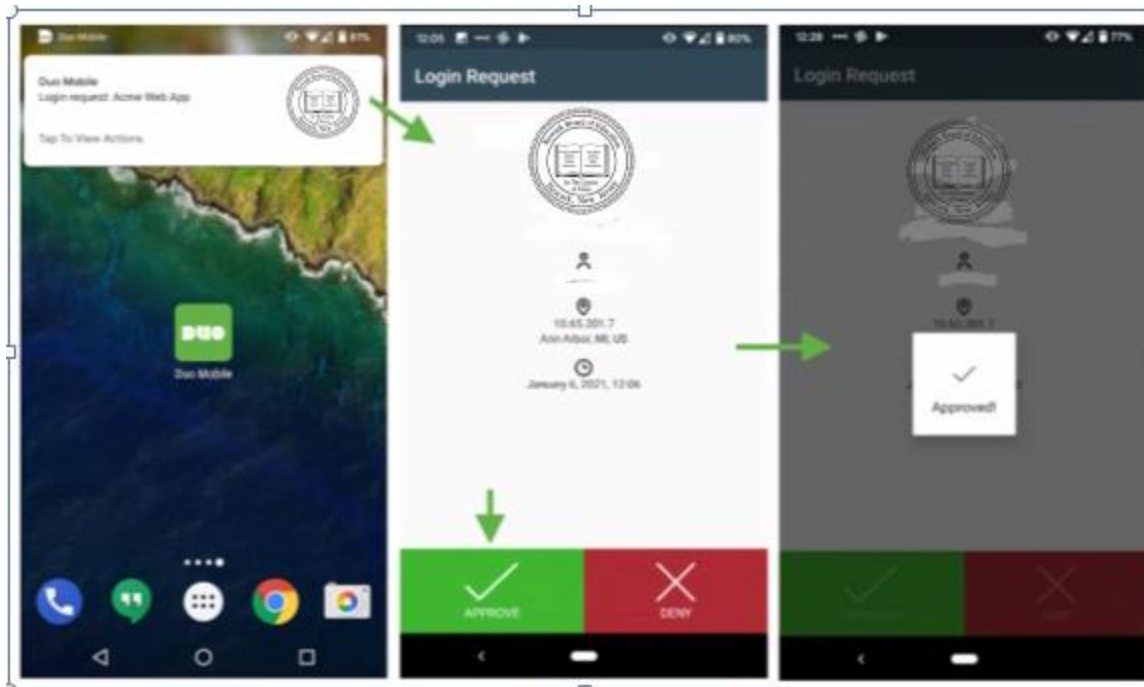
[Click here to reset expired password](#)

Step 3 – Check your device - **Push Notification**

Once you click on the Sign In button, the device you registered with DUO will receive a message.

If you have set up for push notifications:

You will receive a message on your phone



Step 3 – Check your Device – **Text Messaging**

If you have set up for sms (text) messaging:

You will receive a text message with a passcode. You will need to wait and log in a second time using your name and password, but adding a comma and the passcode provided to you via text at the end of your password.

Login: your Username

Password: your password,{code provided via text}

Newark Board of Education

ESS



Employee Self Service



<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Welcome to the NBOE Self-Service Portal</p> <ol style="list-style-type: none">1. Please Login using your NBOE Credentials.2. If you are registered in DUO, check your device and approve in order to proceed to login. <p>Disable browser's pop-up blocker for ESS to work properly.</p> <p>For any technical issues please contact DIT Customer Support at (973) 733-8700.</p> <p>DUO User Guide</p> <p>Employee Self Service HOW-TO</p> <p>NBOE Home Page</p> <p>Click here to reset expired password</p>
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Step 4 – Continue into PeopleSoft