

New Employee Self Service Instructions

my.delaware.gov Registration

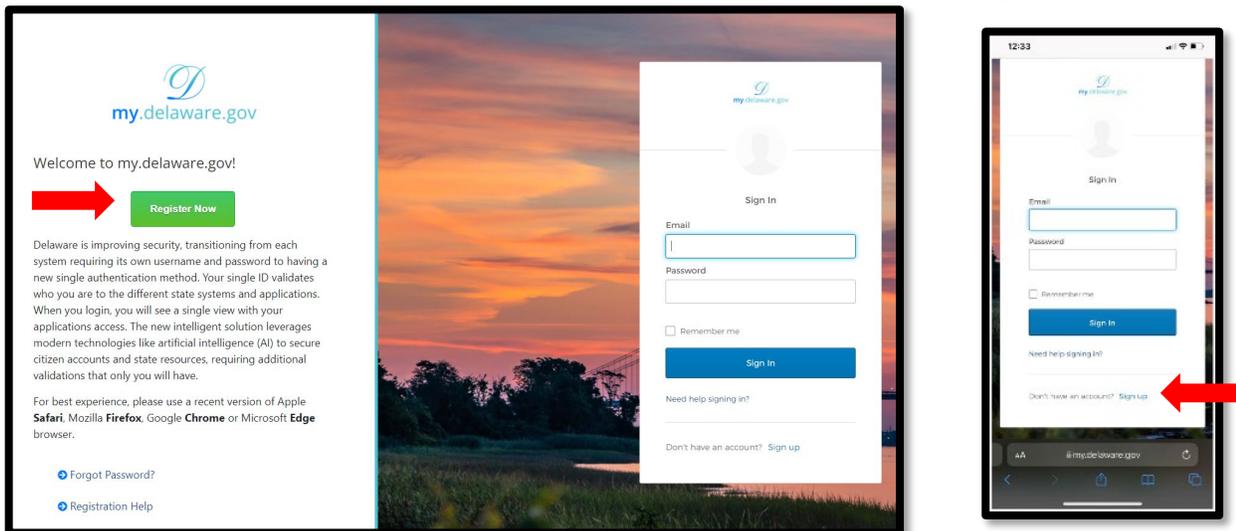
my.delaware.gov is the new system for access to all employee personal information such as: W-2, payroll, contact and benefits enrollment from the office, your home or from anywhere. It will be your new secure sign-on for **DTC Employee Self Service** information.

Follow these few easy steps:

1. Make sure you have a Home email in PeopleSoft. Operations and Maintenance send your email address to DOT_DTC_PSOFT_HR@delaware.gov to enter in the system.
2. Go to <https://my.delaware.gov> on the Internet from a computer or cell.
3. Fill in your home email, create a password, fill in your name, address and cell number.
4. Go to your email and find the email from my.delaware.gov and click Activate Account.
5. Log out and log back in to add your cell phone for resetting your password.
6. Pick an image for your login screen and click Create My Account.
7. Wait 24-48 hours and Employee Self Service will be loaded into your account.

Everyone must register the first time you use this system:

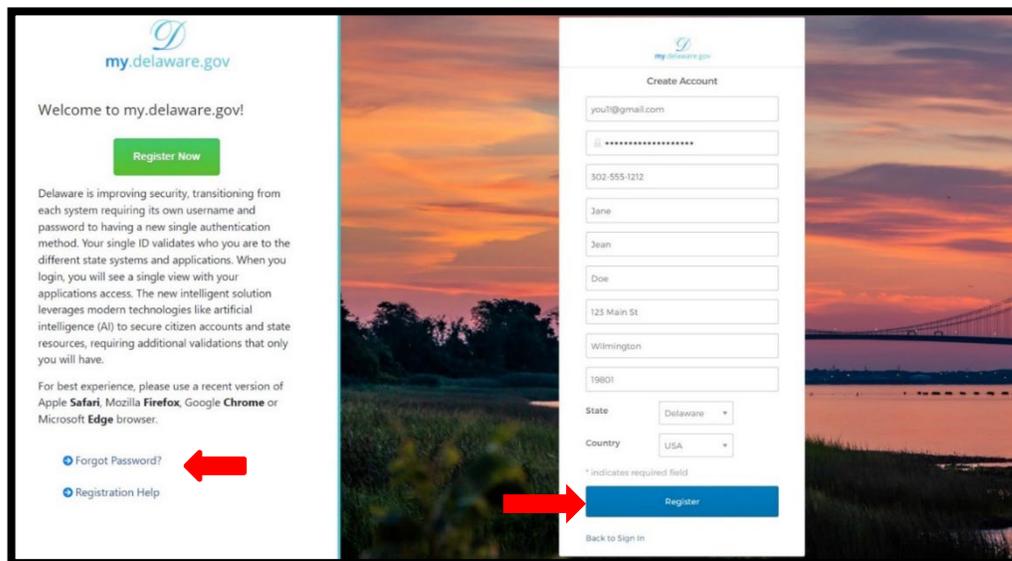
1. Make sure you enter a **Home email** under **Employee Self Service – Personal Details – Contact Details**.
2. If you have access to DTC PeopleSoft, you must still register, to use this system. Make sure you have a Home email in PeopleSoft.
3. Navigate to <https://my.delaware.gov> from a computer or cell phone. Cell phone users must clear their cache and type in the full internet address.
4. From a **PC** click on the Register Now  button or From a **Cell** click **Don't have an account? Sign up** link if you are using a cell.



Note: Cell phone users may only see the smaller login screen.

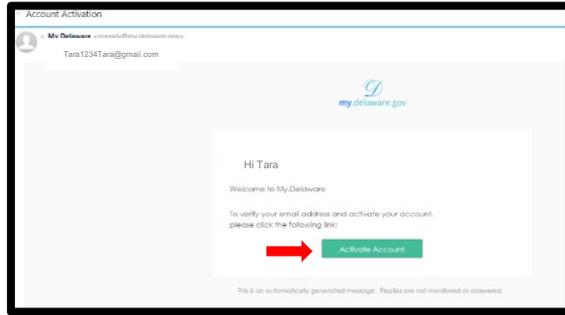
Fill out the **Create Account** registration form.

- a. Enter a **personal email** account that will be your **Login ID** to access this system.
- b. Create a **password** for this system. Password requirements:
 - i. At least 10 characters
 - ii. A lowercase letter
 - iii. An uppercase letter
 - iv. A number
 - v. A symbol
 - vi. No parts of your personal email name
 - vii. Does not include your first or last name
 - viii. Can not be any of your last 4 passwords
- c. Enter your legal **name**
- d. Enter your home phone or **cell** number (no spaces or dashes)
- e. Enter your home **address**
- f. Click **Register**

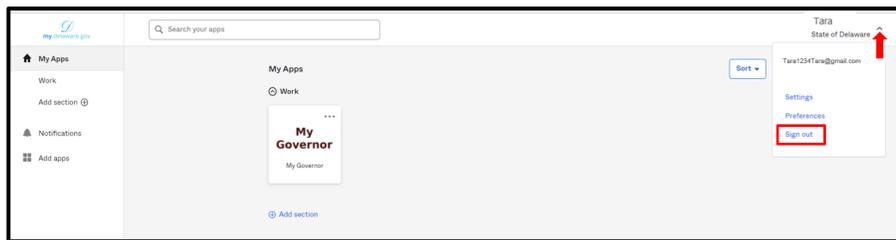


Note: If you already have an account try resetting your password by clicking **Forgot Password?** or **Need Help Signing In?**

5. You must go to the personal email you used to Register and click **Activate Account** before you can log in.



6. After you activate, you will be logged in, but the registration process is not complete. **Sign-out** of this window by clicking the arrow in the upper right corner.



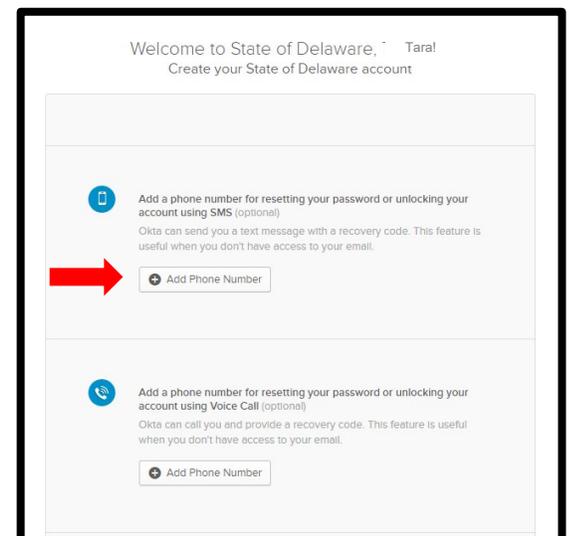
7. **Sign-In** again to complete the registration process.



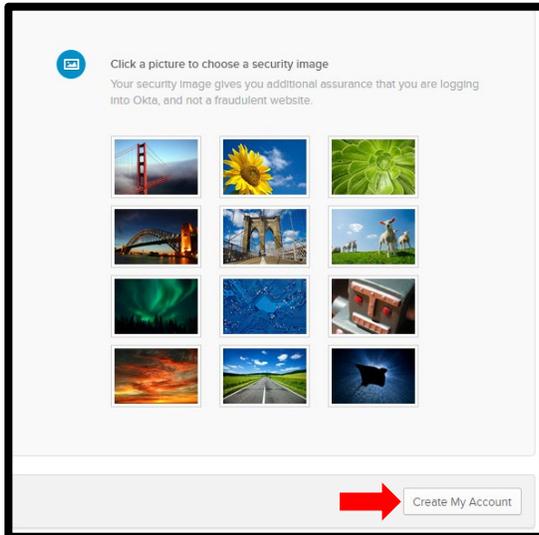
8. Enter a SMS cell phone **text message** number (recommended) to reset your password if you forget it or get locked out.

Do not use your work phone number, because you may not always be at your desk to receive the verification code phone call.

When you **receive the verification code**, enter the code in the pop-up box and click **Done**.

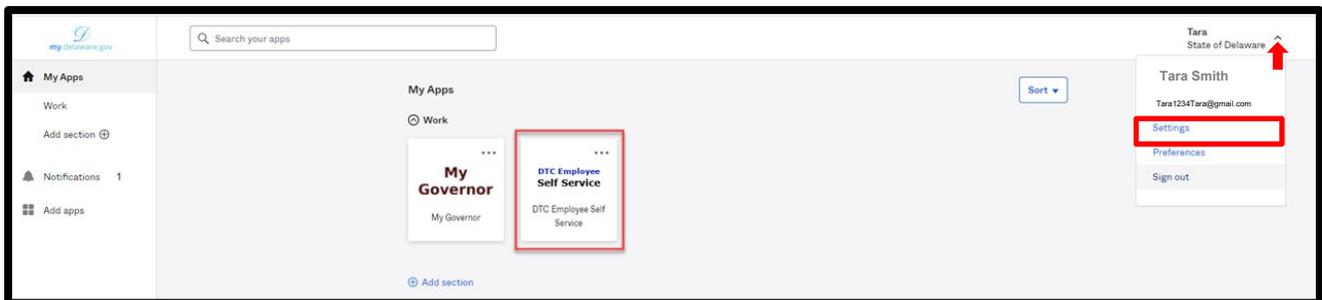


9. Next, select the image that will display when you login (required). It will display every time you enter your personal email login on this website. Click **Create My Account**. The registration process is completed.

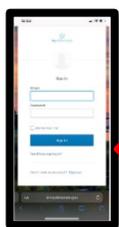


AFTER YOU REGISTER

- A. Log back in to the **my.delaware.gov** home page after 24-48 hours. It will take **24-48 hours** for the **DTC Employee Self Service** tile to appear after you register. You can click on **Settings** to change your password, and other selections.
 ** If you are having problems and don't see the DTC tile, contact PeopleSoft 302-760-2220.



- B. You can find the [My.Delaware.gov](https://my.delaware.gov) icon on the DelDOT or **DTC Intranet** <https://deldotportal/sites/DTC> by searching for the symbol.

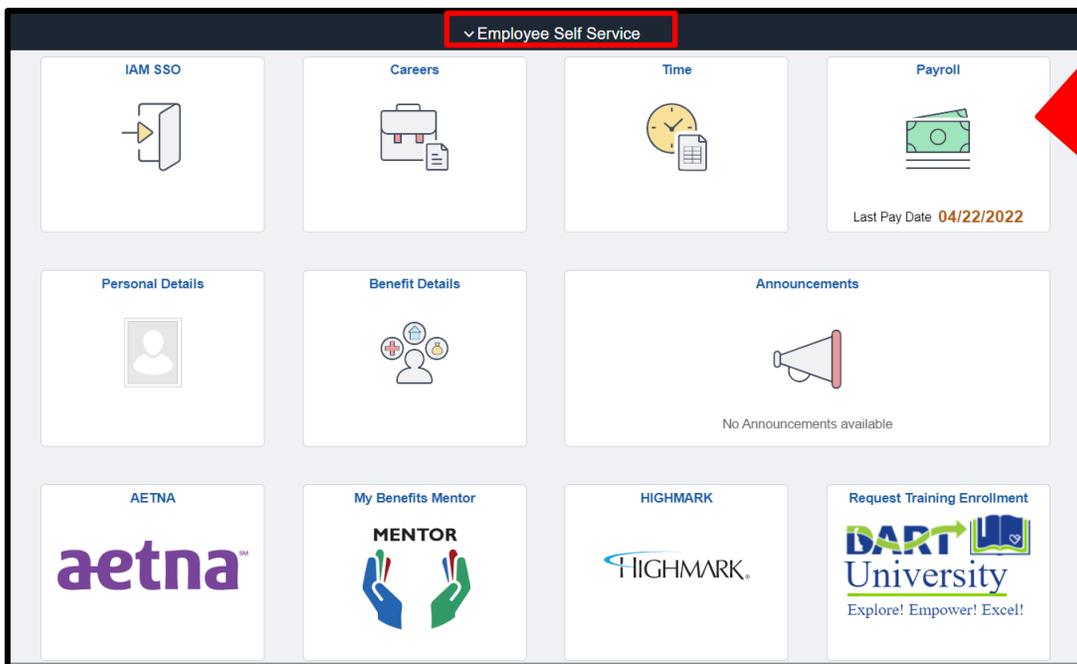
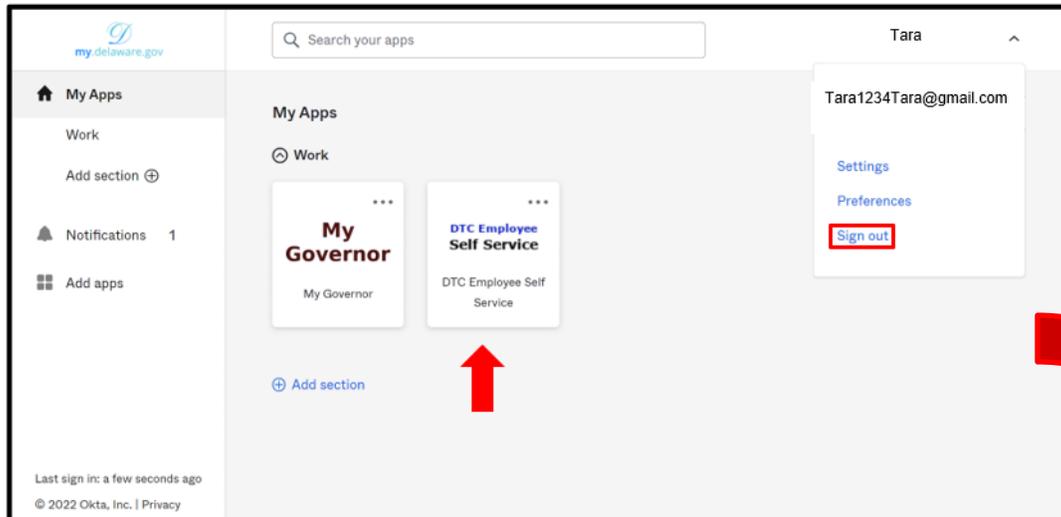


When using your **cell phone**, make sure you type in the full internet address: <https://my.delaware.gov> when accessing it from work, home or anywhere.

You must see this login page.



C. Click on the **DTC Employee Self Service** tile to access your personal information as you did in the past. Make sure to **sign out**, especially when using a shared computer.



Contact **DTC PeopleSoft**: (302)760-2220 or DOT_DTC_PSOFT_HR@delaware.gov for assistance.

If you need a new Account Activation Link sent to your email contact: mydelaware@delaware.gov .

- End of Procedure-