

# SYSTEM REQUIREMENTS FOR USING SAP & EMPLOYEE SELF-SERVICE (ESS)

## Windows

**Operating System:** W2003/XP/Vista or Windows 7

**DASD:** 510MB

**JAVA Requirements:** JAVA 1.4.0 or later

**Windows Browser:** IE 8  
IE 9 in compatibility mode

*Uninstall all Google & Yahoo toolbar applications*

Adobe Reader 10.1.1

## Macintosh

**Operating System:** 10.4 and higher

**Memory:** 192 m

**JAVA Requirements:** JAVA J2SE 5.0.

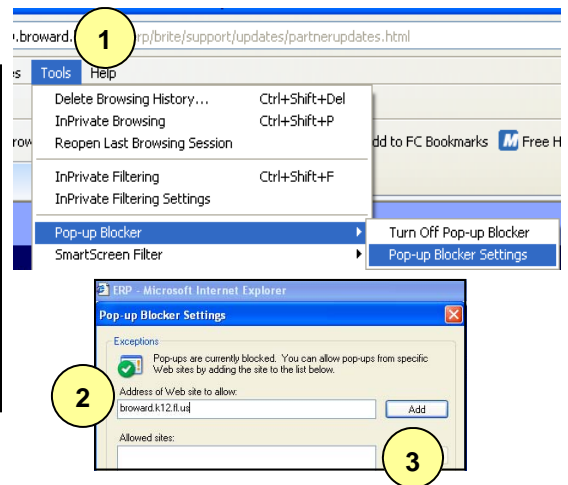
**Macintosh Browser:** Firefox 3.6.25  
**(other versions of Firefox may not work)**

Adobe Reader 10.1.1

## Pop-up Blockers

### For PCs:

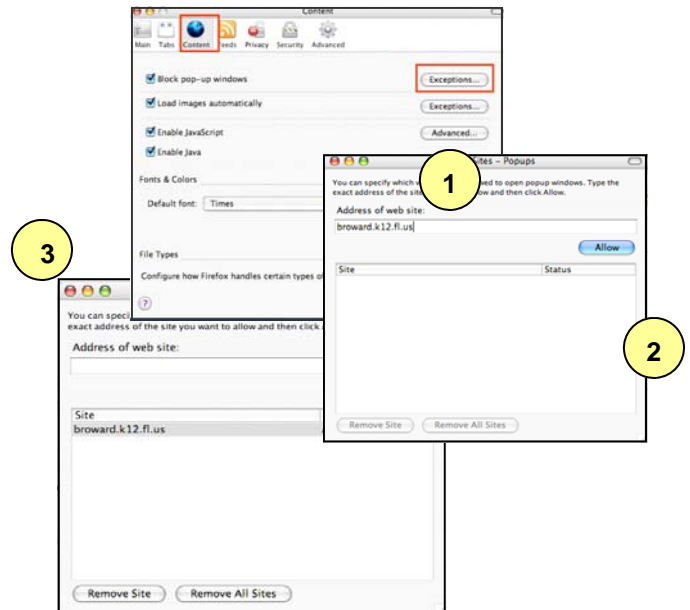
1. In Internet Explorer choose  
**Tools > Pop-up Blocker > Pop-up Blocker Settings**
2. In the field “Address of Web site to allow” type  
***broward.k12.fl.us*** and then click “Add.”  
It should add the site in the “Allowed sites” list below
3. Close the Settings box by clicking the “Close” button and you are finished



### For Macs:

In Firefox choose **Firefox > Preferences.**

1. Click the “Exceptions” button from the “Content” menu
2. In the field “Address of web site” type  
***broward.k12.fl.us*** and then click the “Allow” button. This will add this site to the “allowed” list
3. Click the red “close” button to exit this window

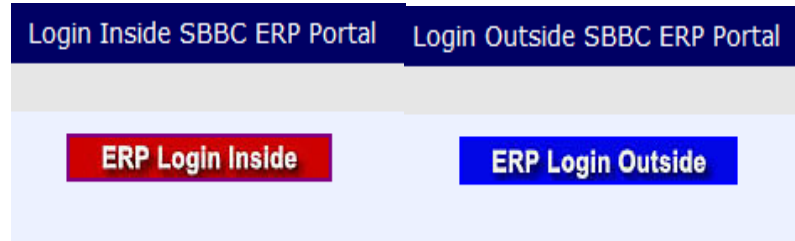


For detailed information on SAP/ESS system requirements, log on to the ERP website's System Requirements page @ <http://www.broward.k12.fl.us/erp/brite/support/updates/partnerupdates.html>

## LOGGING IN TO ESS

For first-time user logging into ESS, follow the instructions listed below:

1. All Employees will access ESS via the ERP Portal at:  
[www.broward.k12.fl.us/ERP](http://www.broward.k12.fl.us/ERP)
2. Select the *ERP Portal Inside BCPS* if you are within a district location.  
**Intranet (at work):**  
[web/ERP](http://web/ERP)
3. Select the *ERP Portal Outside BCPS* if you are at home or at any location other than a District site.



**Internet (at home):**  
[www.broward.k12.fl.us/ERP](http://www.broward.k12.fl.us/ERP)

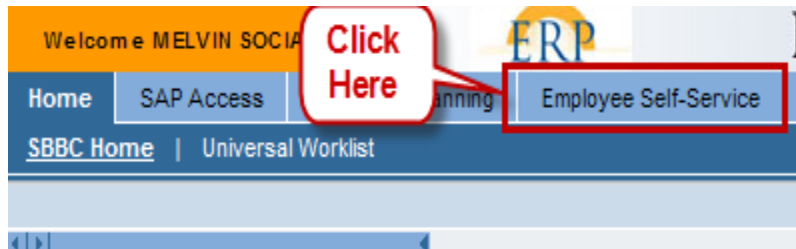
User ID	Password
Entry format example: P00012345 P + 8 digits  In the above example, the personnel number is 12345 (5 digits), therefore 3 leading zeros need to be added in order to make up the 8 digits	Mmddyyyy! (first-time users only) Example: Mmddyyyy! <b>Ja021956!</b> <ul style="list-style-type: none"><li>• <b>Mm</b>= Ja for January (first letter of birth month is upper case, the second letter of birth month is lower case)</li><li>• <b>dd</b> = birthdate (02)</li><li>• <b>yyyy</b> = 4-digit birth year (1956)</li><li>• Add an exclamation point <b>!</b> at the end</li></ul>

### LOG ON:

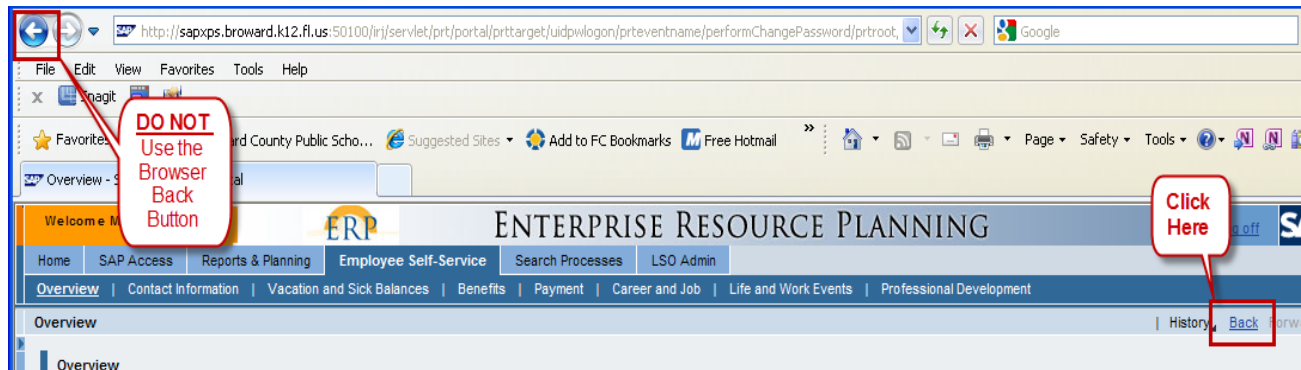
- Enter your *Personnel Number* in the User ID field
- Enter your **Password** in the Password field
- Click the “**Log on**” button
- If you forgot your password, can't log in or are locked out, you can reset your own password by clicking on the **Reset Password** link

## ACCESSING EMPLOYEE SELF-SERVICE (ESS)

- Once you have signed in to the BRITE Portal, click on **Employee Self-Service (ESS)** in order to access the ESS menu



**DO NOT USE THE BROWSER BACK BUTTON TO MOVE BETWEEN SCREENS**  
Select the "Back" link within the ESS screens to move back or the Previous Step link



## LOGGING OFF OF EMPLOYEE SELF-SERVICE

**Note: In order to ensure that you are securely logged out of the ERP portal, you must select the "Log Off" link on the top right corner of your browser window.**



- When prompted, click YES to the question "Are you sure you want to log off?"

