

SYSTEM REQUIREMENTS FOR USING SAP 6.0 EMPLOYEE SELF-SERVICE (ESS)

Windows

Operating System: W2000/W2003/XP/Vista
DASD: 510MB
JAVA Requirements: JAVA J2se 5.0.

Windows Browser: IE 6.0 SP1 or, IE 7.0 SP0

Macintosh

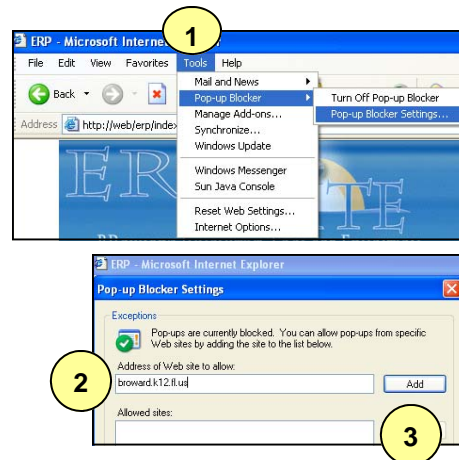
Operating System: 10.2 and higher
Memory: 192 m
JAVA Requirements: JAVA J2se 5.0.

Macintosh Browser: Firefox 2.0.0.7
(other versions of Firefox will not work)

Pop-up Blockers

For PCs:

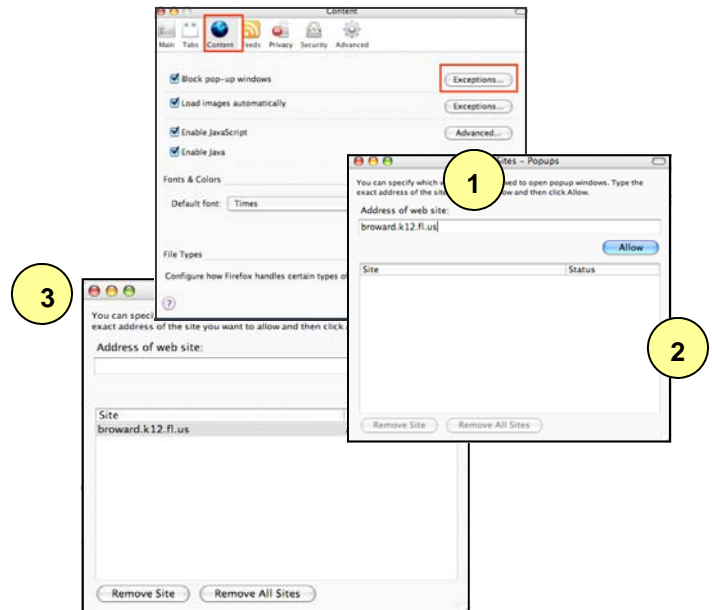
1. In Internet Explorer choose
Tools > Pop-up Blocker > Pop-up Blocker Settings
2. In the field “Address of Web site to allow” type
broward.k12.fl.us and then click “Add.”
It should add the site in the “Allowed sites” list below
3. Close the Settings box by clicking the “Close” button and
you are finished



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 BRITE system requirements, log on to the BRITE website's System Requirements page @ <http://www.broward.k12.fl.us/erp/brite/support/updates/index.htm>

LOGGING IN FOR THE FIRST TIME

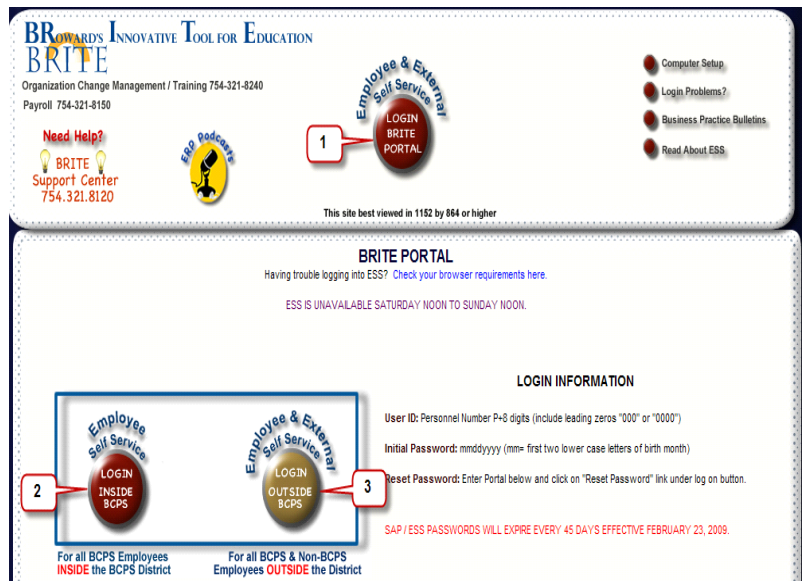
For first-time user logging into ESS, follow the instructions listed below:

1. All Employees will access ESS via the BRITE Portal at:
www.broward.k12.fl.us/ERP

2. Select the ***BRITE Portal Inside BCPS*** if you are within a district location.
Intranet (at work):
web/ERP

3. Select the ***BRITE 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



User ID

Entry format example: P00011345
P + 8 digits

In the above example, the personnel number is 11345 (5 digits), therefore 3 leading zeros need to be added in order to make up the 8 digits

Password

mmddyyyy (**first-time users only**)
Example: mmddyyyy
ja021956

*mm = ja for January (both in lower case letters)
dd = birthdate (02)
yyyy = 4-digit birth year (1956)*

LOG ON:

- Enter your ***Personnel Number*** in the User ID field
- Enter your **Password** in the Password field
- Click the **“Log on”** button

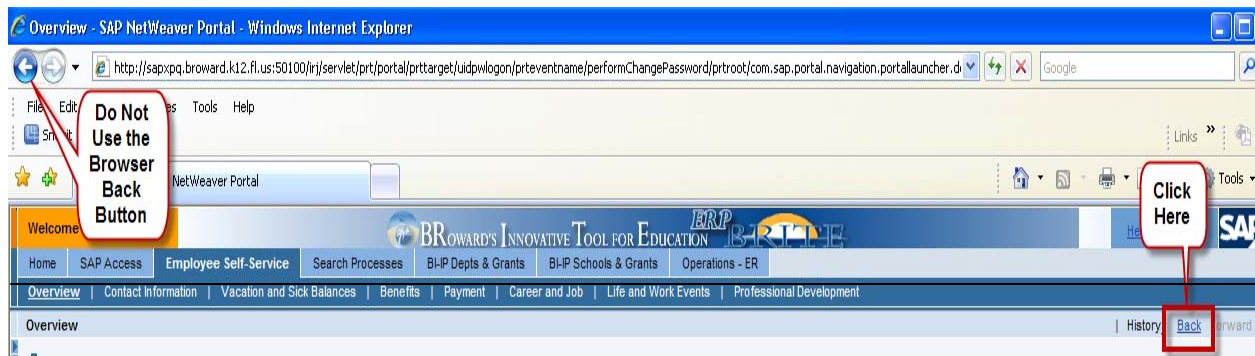


ACCESSING EMPLOYEE SELF-SERVICE (ESS)

- Once you have signed into 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 BRITE 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?”

