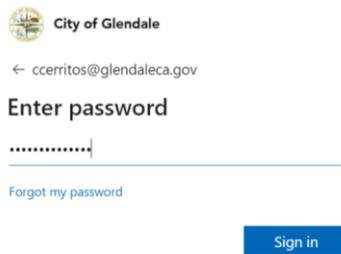


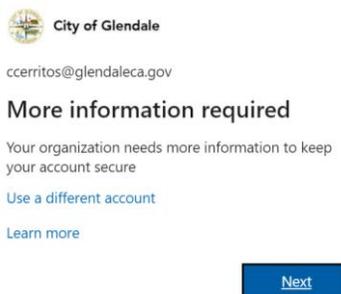
# Accessing Employee Self Service (ESS) from Home

- **This is an alternative method if you are not on the City network and need to access ESS externally (i.e. from home).**
- **This method also, does not require you to install any software on your device.**

1. From your PC, Laptop, Tablet or Cellular Device, please go to following site <https://secure.glendaleca.gov/>
2. Sign in to your Windows account using your City email address and password



3. A window with "More information required" will appear – click "Next"



4. Select an additional method of security verification
  - a. **Authentication phone** – you must enter the phone number you wish to have a code be sent via text message to your phone or call
  - b. **Office phone** – not suggested if you will attempt to access ESS from home
  - c. **Mobile app** – download the Microsoft Authenticator app on your mobile device to receive notification for verification or use a verification code

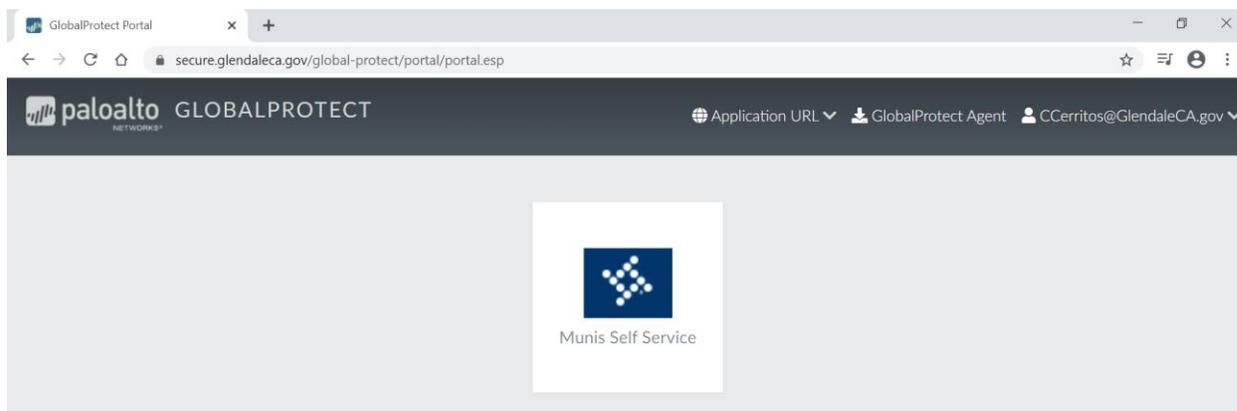
**Note: your method of security verification can be changed later if you wish to update your method of receiving the alerts**

**Recommended option - "a. Authentication phone"**

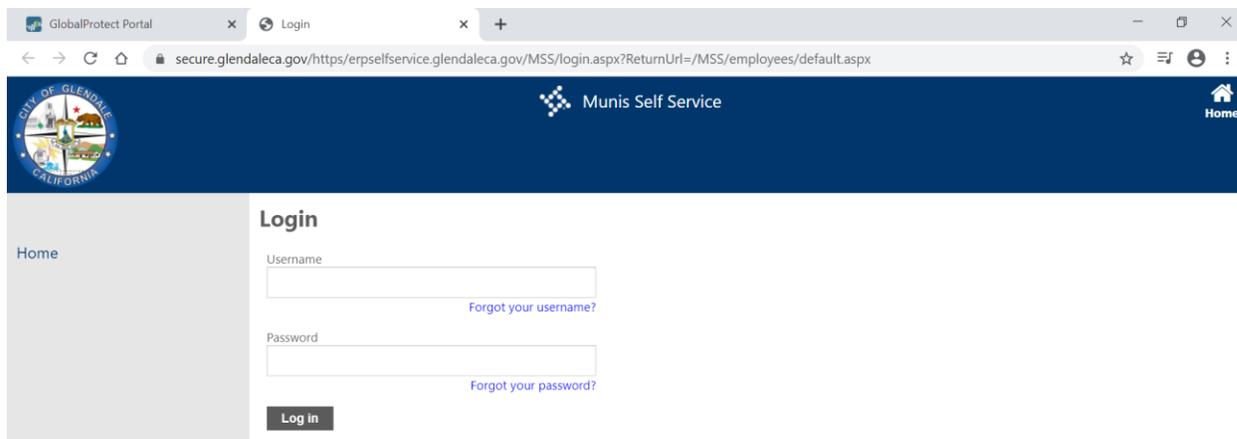
5. Confirm if you wish to stay signed in
  - a. Select **Yes** if you are using your personal computer at home
  - b. Select **No** if you are using a shared device



6. If login was successful, you will see a screen like below



7. Click on the **Munis Self Service** tile to access Employee Self Service (ESS) in a new tab
  - a. Login with your ESS account (see example below) and click Log in
    - i. **Username:** 01234 (employee ID)
    - ii. **Password:** your ESS password (may not be the same password as your Windows account)



If you need any assistance, please contact the ISD Helpdesk at (818) 548-4085