

Forgot Your State of Delaware Single Sign-On (DE-SSO) Password?

Create a new password by following the step by step instructions below. To reset your password, you will minimally need to know your:

- Employee ID (6 digits),
- home address zip code (5 digits),
- last name,
- birth month and year (MMYY),
- last 4 digits of your Social Security Number.

Step 1: Go to www.employeeselfservice.omb.delaware.gov and select Employee Self Service Login button/link. The Delaware Single Sign-On (DE-SSO) Login Screen will display.

Step 2: Select 'Forgot Password?'



Welcome
State of Delaware Single Sign-On (DE-SSO)
Please Sign In With Your DE-SSO User Id

* User Id:

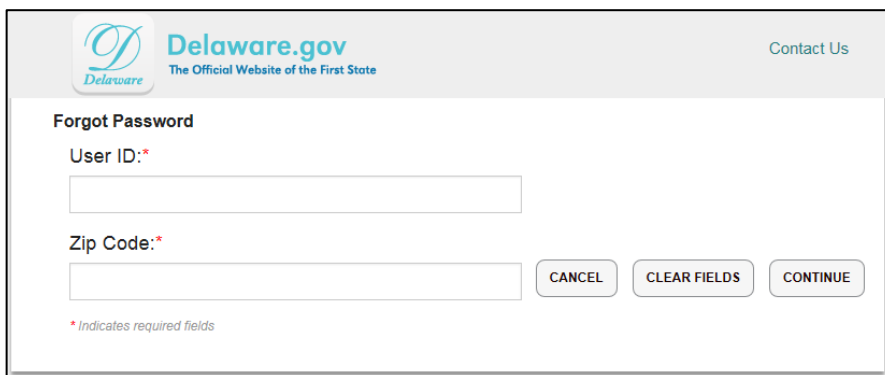
* Password:

Sign In

[New User Registration](#)
[Forgot User Id?](#)
[Forgot Password?](#)
[Contact Us](#)
[Help](#)

STATE OF DELAWARE
SINGLE SIGN ON

Step 3: Enter your Employee ID number as the User ID (it is a 6 digit #) and your home zip code, click Continue.



Delaware.gov
The Official Website of the First State

Contact Us

Forgot Password

User ID:*

Zip Code:*

CANCEL CLEAR FIELDS CONTINUE

* Indicates required fields

Step 4:

- a. Enter your Last Name.
- b. Enter your birth month (2 digits) and birth year (2 digits); Example a Birth date of July 4, 1995 would be entered as 0795. Do not use any dashes, slashes, or spaces.
- c. Enter the last 4 digits of your social security number.
- d. Click continue.

The screenshot shows the 'Forgot Password' page on Delaware.gov. At the top left is the Delaware logo and 'Delaware.gov The Official Website of the First State'. At the top right is a 'Contact Us' link. The main heading is 'Forgot Password'. Below it is a message: 'Welcome 111111 please answer below to reset your password.' There are three input fields: 'Last Name:*', 'Birth Date (MMYY)*', and 'Last 4 Digits of SSN*'. To the right of the first field are three buttons: 'BACK', 'CLEAR FIELDS', and 'CONTINUE'. At the bottom left, there is a small note: '* Indicates required fields'.

If the data you entered matches the data in the HR system, you will be prompted to re-enter a new password (Step 5a). If the data does not match you will be prompted to either re-enter your data or use your Challenge Questions (Step 5b) to reset your password.

Step 5a: Create a new password. Ensure your new Password meets all the criteria as identified on the screen. Re-enter the password for validation and click Confirm.

The screenshot shows the 'Reset Password' page on Delaware.gov. At the top left is the Delaware logo and 'Delaware.gov The Official Website of the First State'. At the top right is a 'Contact Us' link. The main heading is 'Reset Password'. Below it is a message: 'Welcome 111111, please enter new password.' There are two input fields: 'Enter new password:*' and 'Re-enter new password:*'. The 'Re-enter new password:*' field is highlighted with a red border. Below the fields is a 'Confirm' button. To the right of the fields is a 'Password Policy' section with the following requirements: 'Password must be at least 10 characters long.', 'Password must not match or contain last name.', 'Password must not match or contain user ID.', 'Password must contain at least 1 special character.', 'Password must contain at least 1 numeric character.', and 'Password must contain at least 1 uppercase character.'

Step 5b: If the data entered in Step 4 does not match the HR file you can choose to Answer your Challenge Questions. If you are unsuccessful at this step you will need to contact your Human Resource Representative to confirm the data in the HR system is accurate.

Delaware.gov
The Official Website of the First State

Contact Us

Forget Password

Welcome 111111, please answer below to reset your password.

1. In what city or town did you meet your spouse?*

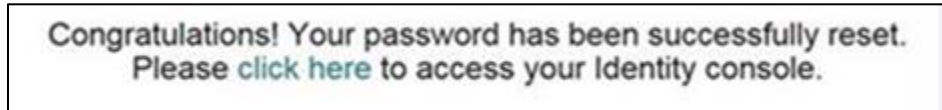
2. Where were you when you first heard about 9/11?*

3. What is the middle name of your oldest child?*

BACK CLEAR FIELDS CONTINUE

* Indicates required fields

Step 6: Final message stating you were successful.



Select the “click here” to return to the DE-SSO login page. Use your User Id (Employee Id = 6 digits) and your new Password to login.

IMPORTANT: If you continue to have “DE-SSO Sign On” issues you will need to check with your Human Resource Representative to verify you are using the correct User Id/Employee Id and to confirm the data in the HR system is accurate.