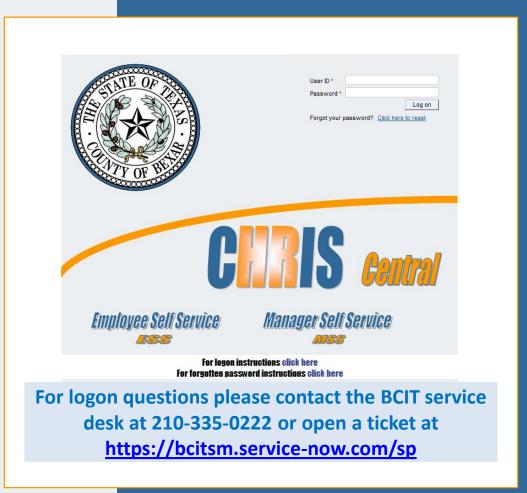


## County Human Resources Information System

Logon Instructions



- Enter your user ID.
- Enter your password.
   (Initial and/or temporary passwords will be provided by system administrator or Service Desk.)
- Click Log on or press the Enter key. If at any time you are asked if you want the system to remember your password, say "NO"!





ESS/MSS portal has a new address: <a href="https://ess.bexar.org/irj">https://ess.bexar.org/irj</a>.

Please update any web browser Favorites or Bookmarks you may have with this new address.



User ID \*

Password \*

Log on

Forgot your password? Click here to reset

Need Logon Instructions? Click here

Need help resetting your password? Click here

Need more help? Contact Us





Employee Self Service

Manager Self Service



If you are logging on for the first time or changing your password, the following steps apply:

- Old Password (This is your current password, if the system is prompting you to change upon expiration. Otherwise, it is the one being provided to you by the Service Desk or system administrator.)
- New Password Enter your new password. This is one you make up. It must be at least 7 characters long; can be letters and/or numbers; and is case sensitive.
- Enter your new password again to Confirm Password.
- Click on the Change button or press Enter and you will be logged on to the system.
- Every 90 days the system will prompt you to change your password.

## Please remember your password and always keep it secure!

For logon questions please contact the BCIT service desk at:

Phone: 210-335-0222

or

Ticket: <a href="https://bcitsm.service-now.com/sp">https://bcitsm.service-now.com/sp</a>

