



County Human Resources Information System

Logon Instructions



User ID *
Password *

Forgot your password? [Click here to reset](#)

CHRIS *Central*

Employee Self Service
ESS

Manager Self Service
MSS

For logon instructions [click here](#)
For forgotten password instructions [click here](#)

For logon questions please contact the BCIT service desk at 210-335-0222 or open a ticket at <https://bcitsm.service-now.com/sp>

- 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”!

CHRIS
Central



ESS/MSS portal has a new address: <https://ess.bexar.org/irj>.
Please update any web browser Favorites or Bookmarks you may have with this new address.

User ID *
Password *

Forgot your password? [Click here to reset.](#)
Need Logon Instructions? [Click here](#)
Need help resetting your password? [Click here](#)
Need more help? [Contact Us](#)

CHRIS *Central*

Employee Self Service **ESS** *Manager Self Service* **MSS**

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!**

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service desk at:**

Phone: 210-335-0222

or

Ticket: <https://bcitsm.service-now.com/sp>

