Access Employee Self Service from a Non-Getty Computer!

1. **Using your favorite web browser, go https://webconnect.getty.edu.**

2. **WebConnect Username**
   - **Employees without a Getty email address:** Enter your Employee Self Service (ESS) Username.
   - **Employees with a Getty email address:** Enter your Novell Username.

3. **WebConnect Password**
   - **Employees without a Getty email address:** Enter your WebConnect password, which is your 6-digit Employee ID number, followed by your 4-digit department number. For example, if your Employee ID is 031289 and your Department is 0124, your WebConnect password is 0312890124.
   - **Employees with a Getty email address:** Enter your Novell password.

4. **Click on “Sign In”.**
5. Click on “Employee Self Service” (ESS).

6. Enter your ESS ID and ESS Password. Your ESS password is known only to you and may not be the same password used in Step 3. If you need your ESS password reset, use the “Forget Your Password?” tool or call the ITS HelpDesk at (888)440.1199.

7. Click on “Sign In”.

If you have questions about how to use Employee Self Service, please call the Benefits PhoneLine at 310.440.6523.