

# PeopleSoft Login Instructions

## How to get into ESS

Open the Internet and type [employee.cabq.gov](http://employee.cabq.gov) OR go to [eweb.cabq.gov](http://eweb.cabq.gov) and click on Employee Self Service.

## Logging into ESS

If you have a City e-mail account, use your Outlook (Active Directory) username and password.

If you do not have an email account, use the following username and password to log in:

- ◆ Username: **E12345** (capital E, for employee, and last 5 digits of your employee ID)
- ◆ Password: **c@bq1234Z** (all lower case c@bq plus the last four digits of your social security number and the first letter of your last name, uppercase). ***CHANGE YOUR PASSWORD IMMEDIATELY AFTER LOGGING IN*** by clicking on the “Change My Password” link.

If you have forgotten your password or are locked out of PeopleSoft (system locks you out after 3 unsuccessful attempts), call ITSD at **768-2930**.

## Logging Out of ESS

When logging out of ESS, ensure that you click on “Sign Out” at the top right of the page. Your session will time-out after five minutes of no activity.

**For all other issues or questions regarding ESS,  
Please contact your department timekeeper for direction.**