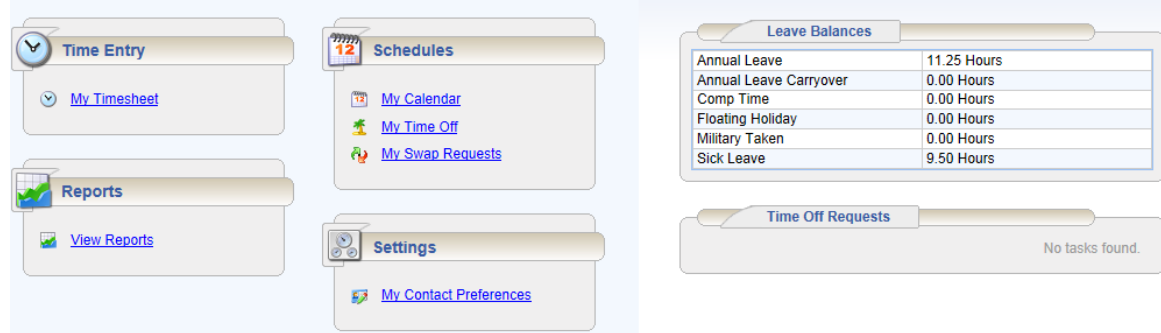**DHSS Job Aid 1: Home Screen Navigation and Customizing your Home Screen**

1.	**How to access eSTAR** Employees and managers will access eSTAR through DE Single Sign On: http://www.employeeselfservice.omb.delaware.gov/
2.	**Logging into the Home Screen** 1. Log into Delaware Single Sign on by entering your **User ID** and **Password** into the Login window. Welcome to 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 2. Select eSTAR Delaware.gov The Official Website of the First State Application Links ▾ User Guides ▾ Display Settings ▾ Sign Out Employee Self-Service eSTAR Standard eSTAR Accessibility eSTAR Mobile Refresh Application Links Home **My Information** Manage your profile, passwords and challenge questions **Request Access** Subscribe to services **Track Requests** Track the status of your pending requests 3. The first time you log into eSTAR, the following dialog appears. **Welcome to the Customizable Dashboard!** You can customize the links on this page using the icons described below. These icons will appear when you hover over a link. Click on the ⭐ to move a link to your favorites. These will appear on the top of the dashboard for easy access. If you no longer need a link in your favorites you can click on the ⭐. This will move the link back to its original category. You can reorder links by dragging and dropping them to a new location. OK 4. Click **OK**.

3.	The employee home screen appears. The following figure shows an example of an employee home screen. This home screen is also referred to as your "dashboard."

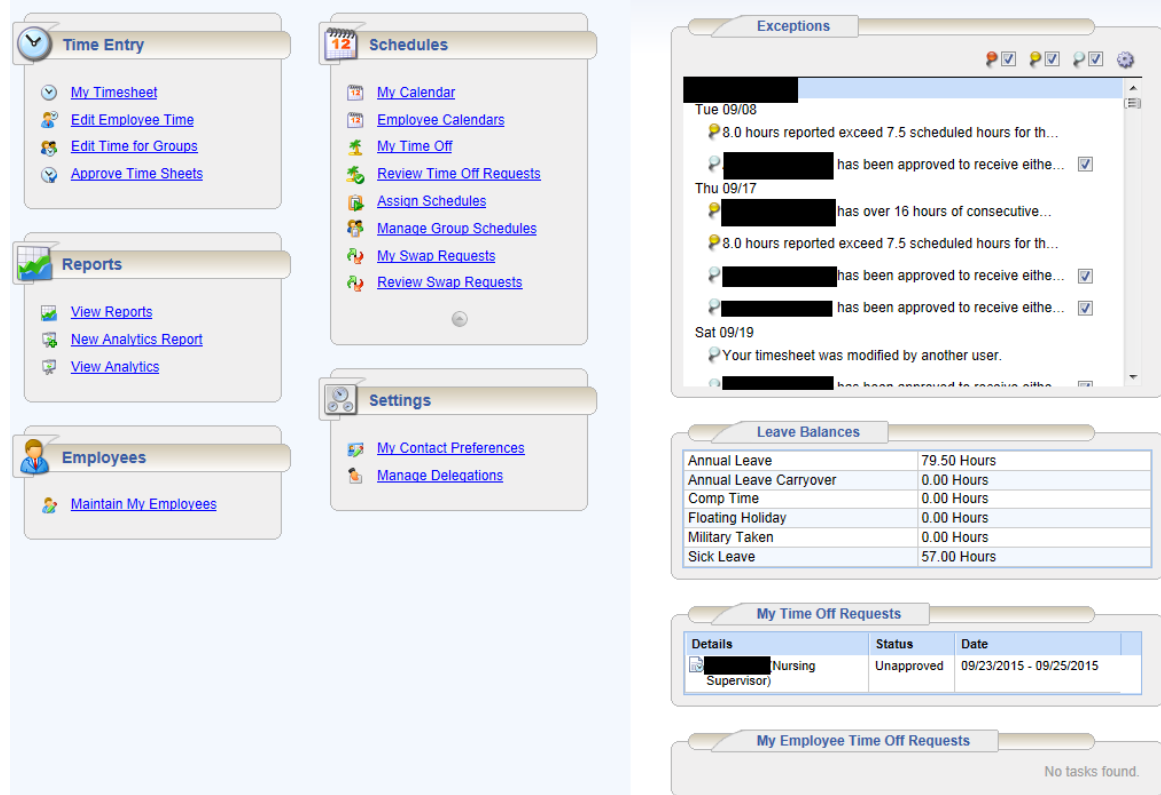**Employee Dashboard:**

Manager Dashboard:

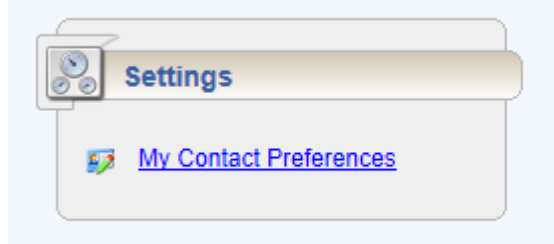|	
4.	**Time Entry** • **My Timesheet**: View timesheet data through the time entry window.
5.	**Schedules** • **My Calendar**: Shows your personal calendar which displays events such as time off, pending time off, and holidays. • **My Time Off**: Submit time off requests, track the status of your requests, and view past request history. • **My Swap Requests**: Only used if an employee is in Advance Scheduler to trade scheduled shifts with other employees.
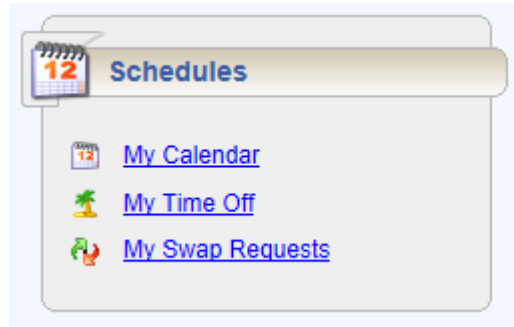
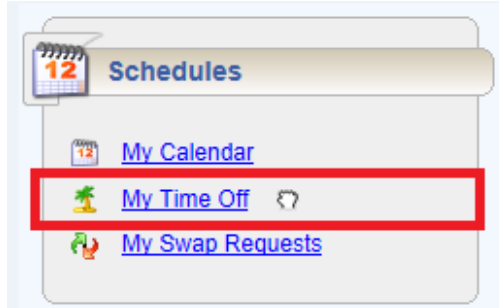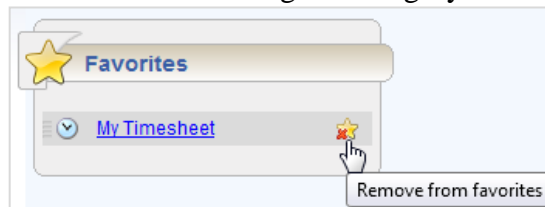| 6.	**Reports** • **View Reports**: eSTAR includes reports for employees, managers and auditors. Each role can access general reports to view timesheet information for a certain period or comments on timesheets. *(Reports panel with View Reports link)*
7.	**Settings** • **My Contact Preferences:** This is based on hospital policy; it is only used by Advance Scheduler callouts. It will not update your information on Employee Self Service. *(Settings panel with My Contact Preferences link)*
8.	**Other Home Screen Information** • The **Time Off Requests** window shows time off status (Pending, Approved, and Unapproved) and dates. **Time Off Requests** | Details	Status	Date
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▮▮▮▮▮	Unapproved	09/23/2015 - 09/24/2015 | • The **Leave Balances** window shows balances that the employee is eligible for. **Leave Balances** | Annual Leave	61.00 Hours
Annual Leave Carryover	0.00 Hours
Comp Time	0.00 Hours
Floating Holiday	0.00 Hours
Holiday Work Bank	0.00 Hours
Military Taken	0.00 Hours
Personal Taken	0.00 Hours
Sick Leave	74.50 Hours	

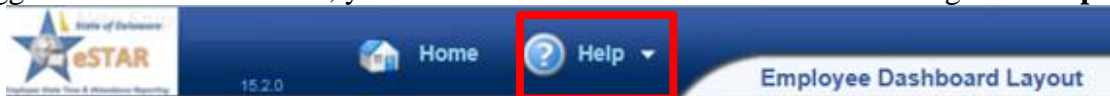| 9.	**Customizing the Home Screen**
	• **Rearranging Function Links:** To rearrange the order in which functions appear within a category, click and drag the function link.
	• **Creating a Favorite:** Hover the mouse pointer over the function's star icon and click it to move the function to the favorites section of the home screen.
	• **Removing a Function from Favorites:** Hover the pointer over the respective function link and click the star icon. The function returns to its original category.
10.	**Online Help**
	Once logged into the home screen, you have access to online documentation through the **Help** link.
	The **Help** link opens the online version of the EmpCenter End User Guide in a new browser window.