

# Sign in to Workforce ESP Self Service (at work)

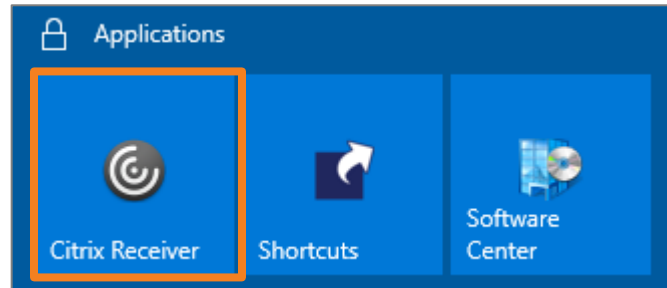
## 1 Do one of the following:

If you are accessing ESP Self Service from your site:

- a. Click the Windows Start menu



- b. Click the Citrix Receiver tile\*



If you are accessing ESP Self Service from any other location or through Extended Office:

- a. Go to the Citrix Web Store

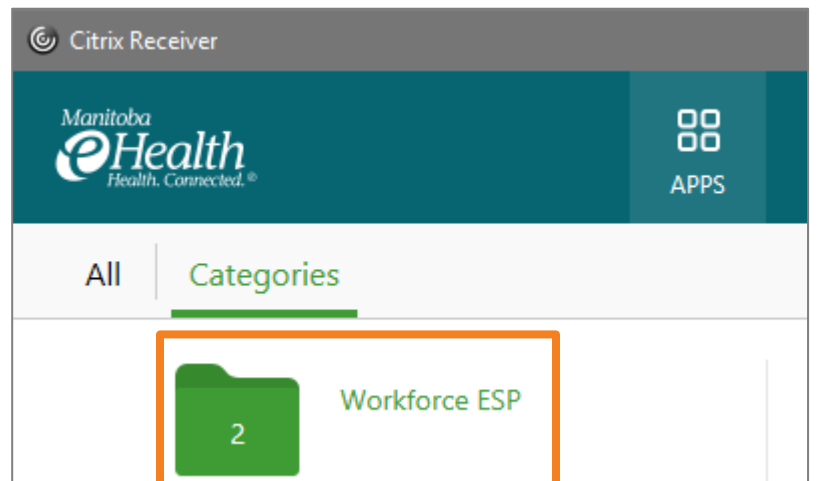


<https://storefront.manitoba-ehealth.ca/Citrix/StoreWeb/>

- b. Log on with your NTDWRHA account details

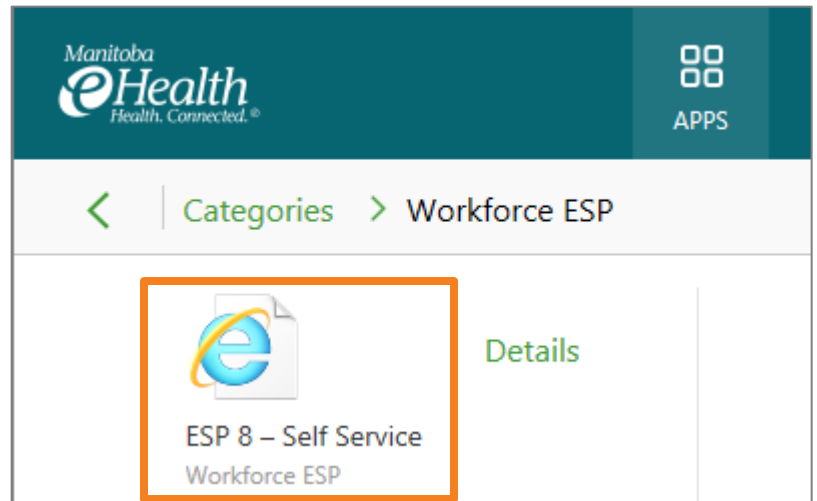


## 2 Click the Workforce ESP folder\*



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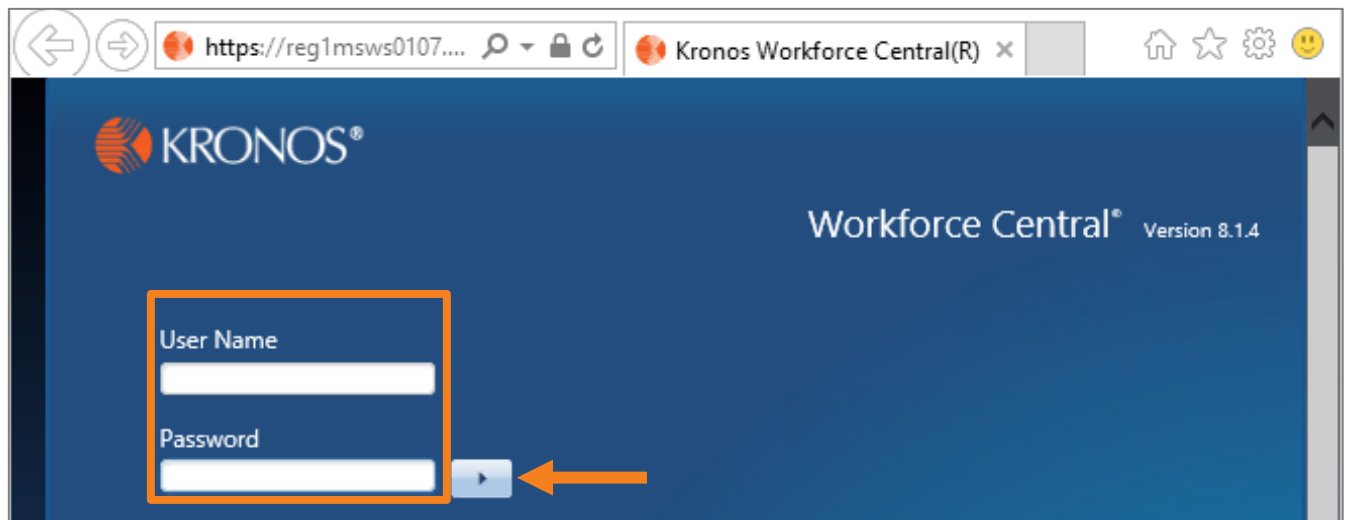
3 Click the ESP 8 – Self Service icon\*



\*If the Citrix Receiver tile, Workforce ESP folder, or ESP 8 – Self Service icon are not displayed, and for any login or system access issues, please contact the Shared Health Service Desk: 204-940-8500 or 1-866-999-9698.

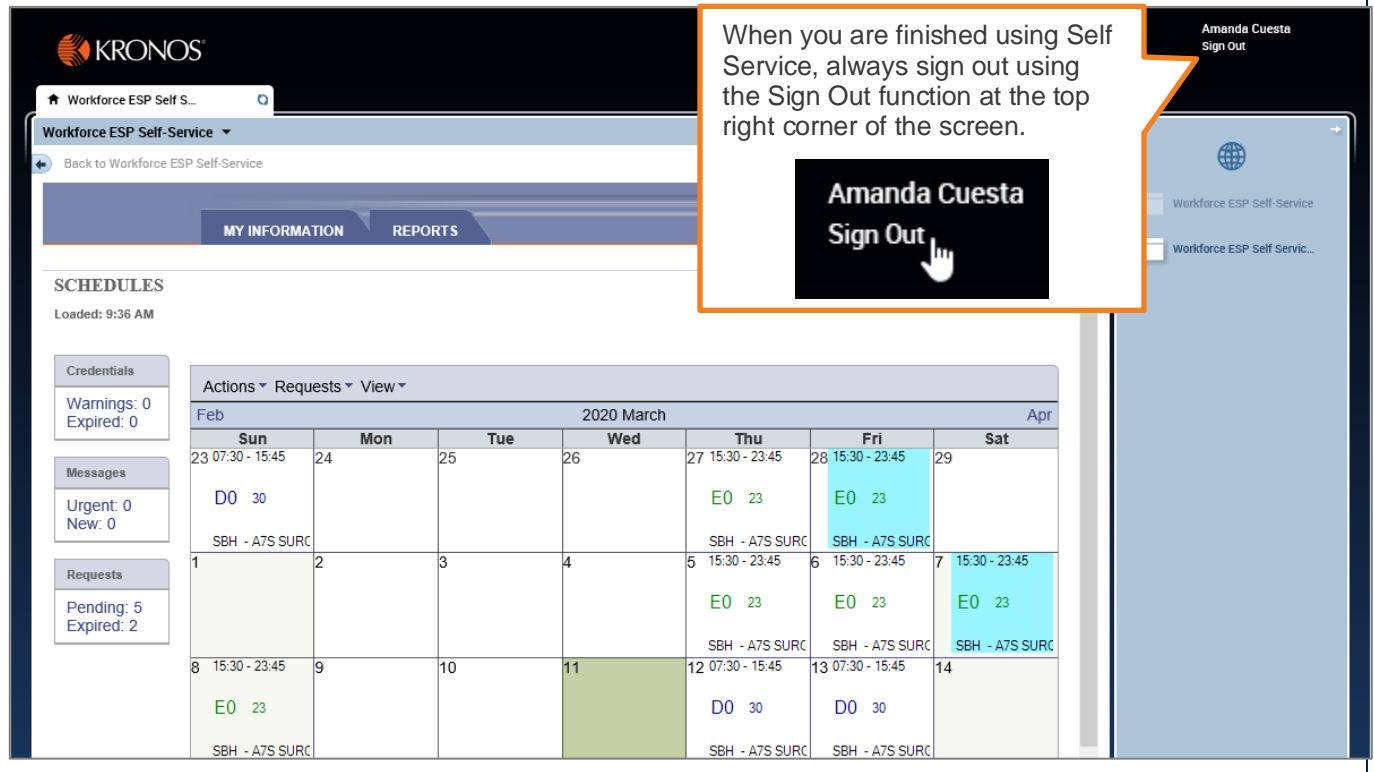
4 Sign in to Workforce ESP

Enter your network User Name and Password and then click the  button.



## 5 Workforce ESP Self Service

After you sign in, your Workforce ESP Self Service Home Page displays. The *Employee Home Page* displays the schedule for the current month. The *Manager Home Page* displays a unit selection menu.



The screenshot shows the KRONOS Workforce ESP Self-Service interface. On the left, there are navigation tabs for 'MY INFORMATION' and 'REPORTS'. Below these, the 'SCHEDULES' section is visible, showing a calendar for 2020 March. The calendar includes a table of dates with associated shift information.

Feb		2020 March						Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
23 07:30 - 15:45 DO 30 SBH - A7S SURC	24	25	26	27 15:30 - 23:45 E0 23 SBH - A7S SURC	28 15:30 - 23:45 E0 23 SBH - A7S SURC	29		
1	2	3	4	5 15:30 - 23:45 E0 23 SBH - A7S SURC	6 15:30 - 23:45 E0 23 SBH - A7S SURC	7 15:30 - 23:45 E0 23 SBH - A7S SURC		
8 15:30 - 23:45 E0 23 SBH - A7S SURC	9	10	11	12 07:30 - 15:45 DO 30 SBH - A7S SURC	13 07:30 - 15:45 DO 30 SBH - A7S SURC	14		

An orange callout box highlights the 'Sign Out' button in the top right corner of the interface, which is labeled 'Amanda Cuesta Sign Out'. A text box next to it reads: 'When you are finished using Self Service, always sign out using the Sign Out function at the top right corner of the screen.'