SUBJECT: Critical Info about New Employee Login Procedure

Dear Faculty and Staff,

Beginning Monday, Sept.12, multi-factor authentication will be added to the Human Resources’ Employee Self Service (ESS) system. [BuckeyePass](https://buckeyepass.osu.edu/) will provide a second layer of security by requiring not only a password and username but also a numerical code that is sent to the user. You may already be using multi-factor authentication to log in to other accounts, at your bank, email or social media sites.

At some businesses, phishing schemes have compromised an employee’s password, allowing the employee’s direct deposit payroll to be diverted to the cybercriminal’s account. This specific threat is one of the reasons we chose the Employee Self Service (ESS) system as the first university-wide service to receive multi-factor protection.

[Employee Self Service](http://eprofile.osu.edu/) includes personal data related to paychecks, benefits and leave. You will also log-in to ESS to update your benefits during Open Enrollment later this autumn, so registering for [BuckeyePass](https://buckeyepass.osu.edu/) before then is critical.

**How does it work?**

* Start by enrolling at <https://buckeyepass.osu.edu/>.
* Choose how you want to receive your authentication code that will verify your identity:
  + Mobile app (app provided by Duo)
  + Text message
  + Telephone call
  + Hard token (in very limited circumstances)
* After Sept. 12, when you access ESS information, you will first enter your Ohio State username (name.#) and password.
* After you’ve entered your credentials, a security code will be sent to you by whichever method you chose during your [BuckeyePass](https://buckeyepass.osu.edu/) enrollment.
* Enter the enrollment code as a second identification step and you’ll be logged in to ESS.

Users who need help technical help using BuckeyePass can contact the IT Service Desk at 614-688-HELP (4357).

Sincerely,