

## Quick Guide: Accessing Workforce ESP Self Service from Home(IE11)

This guide will help you sign into Workforce ESP Self Service (Self Service) from **outside an Alberta Health Services (AHS) facility** using a personal computer.

Workforce ESP applications require appropriate security settings with Internet Explorer in order to function properly. Here is a summary of the settings that need to be applied.

### 1 Launch Internet Explorer


1. Find the Internet Explorer icon on your computer or start menu
2. **Double click** the icon

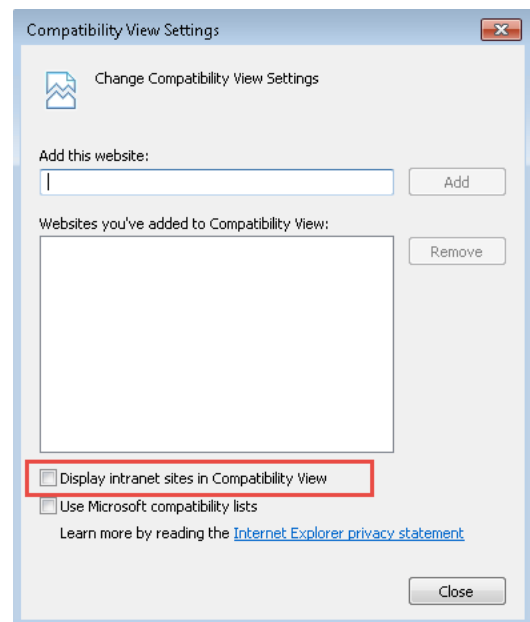



**You must use Internet Explorer version 11** to access Self Service.

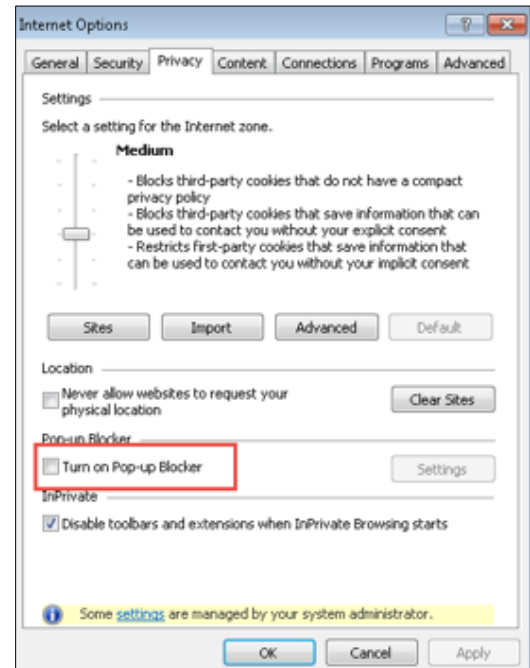
### 2 Confirm Settings


These browser settings for IE 11 are required:

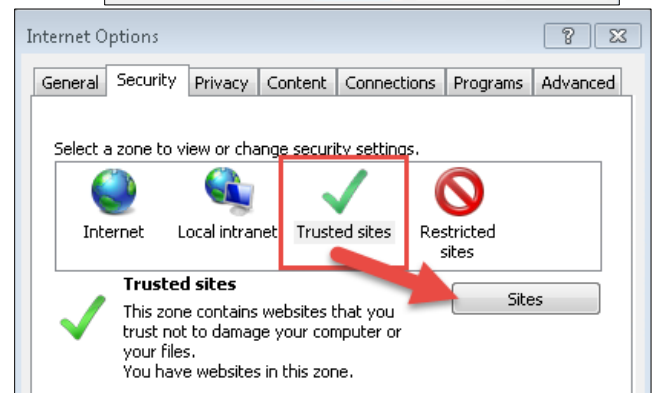
1.  > Compatibility View settings
  - Remove from Compatibility View:
    - \*.albertahealthservices.ca
    - \*.healthy.bewell.ca
  - Display intranet sites in Compatibility View should not be checked



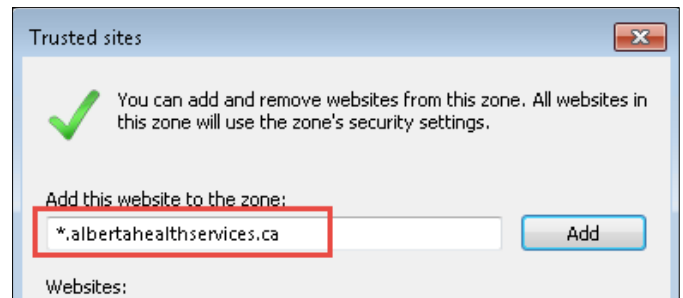
2.  > Internet Options > Privacy
  - Ensure Turn on Pop-up Blocker is not selected



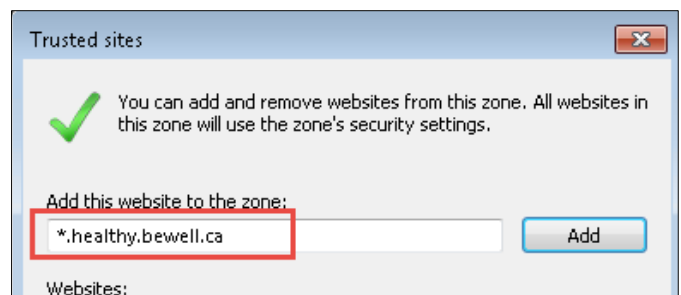
3.  > Internet Options > Security
  - Click "Trusted sites"
  - Click "Sites"



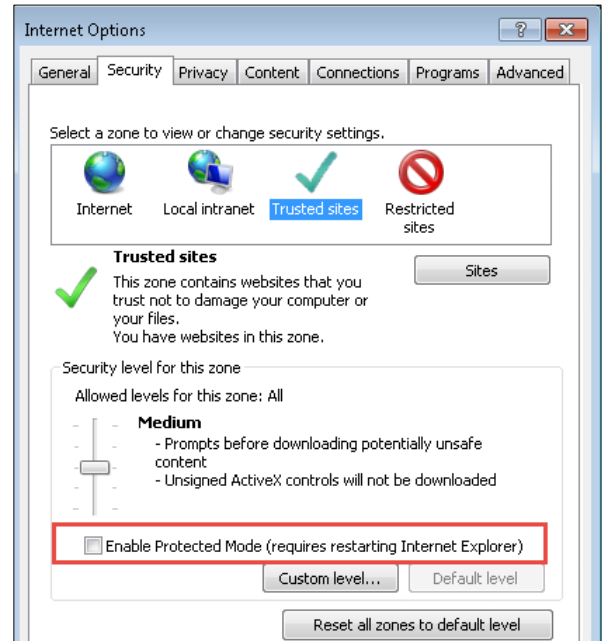
- Type, \*.albertahealthservices.ca, click Add



- Type, \*.healthy.bewell.ca, click Add
- Click Close



- Ensure “Enable Protected Mode” is not selected



### 3 Open the AHS Workforce ESP Self Service Login Page



Launching Internet Explorer will open a browser window.

1. Type [www.AHS.ca/esp](http://www.AHS.ca/esp) in your browser bar
2. Press **Enter**

The browser window will open the AHS external home page.

1. Select your Zone.

#### Access Workforce ESP – Self Service

For employees scheduled in the Calgary Zone

- [Access Calgary Workforce ESP – Self Service](#)


For employees scheduled in the Edmonton Zone

- [Access Edmonton Workforce ESP – Self Service](#)

For employees scheduled in the North, Central, South Zone

- [Access North, Central, South Zone Workforce ESP – Self Service](#)

## 4 Login to Workforce ESP Self Service

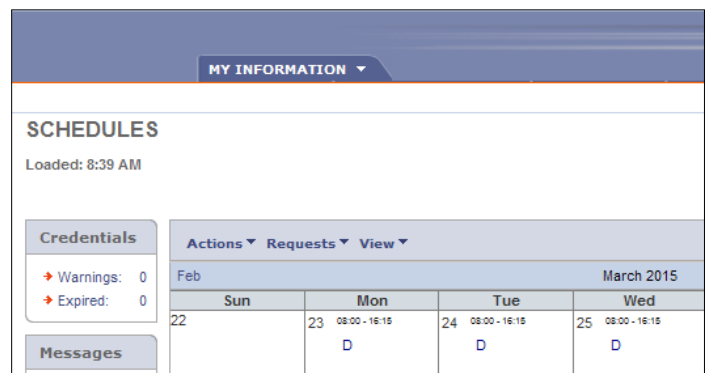


The Access Workforce ESP link will direct you to a Workforce Central log on page.

1. Enter your Alberta Health Services (AHS) network username and password
2. Press **Enter**

## 5 Finish

You can now access Self Service



MY INFORMATION				
SCHEDULES				
Loaded: 8:39 AM				
Credentials	Actions Requests View			
<ul style="list-style-type: none"> <li>Warnings: 0</li> <li>Expired: 0</li> </ul>				
Messages				
Feb		March 2015		
	Sun	Mon	Tue	Wed
22		23 08:00 - 16:15 D	24 08:00 - 16:15 D	25 08:00 - 16:15 D

## Troubleshooting Workforce ESP – Self Service

Call your IT Service desk if

1. You need assistance with your AHS username and password, (users with multiple accounts will be forwarded to ESP Application Support for assistance during business hours)
2. You need help finding the Workforce ESP – Self Service login page
3. You encounter an error message not described in this guide.



The IT Service desk and ESP Application Support cannot change your personal computer settings or support non-AHS computer applications.

Would you like a review of Workforce ESP Self Service functionality? Access **Workforce ESP Self Service** e-Learning module on MyLearningLink for a demonstration of how to login to ESP and use its basic functions.