

**Checklist for Employee Self-Service (ESS) access from home PC**  
**\*\*\* FOR LSF9 \*\*\***

**Part 1: Hardware and Software Requirements**

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On a Windows platform most of the system information that is needed to complete this checklist can be obtained by right-clicking the 'my computer' icon and selecting 'properties' from the drop down menu. This will display the general system information of your pc



operating system

processor speed (MHz/GHz) memory (RAM)

**Hardware Requirements**

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> 1. Processor        | 266 MHz minimum |
| <input type="checkbox"/> 2. Memory           | 256 MB minimum  |
| <input type="checkbox"/> 3. Operating System | Windows XP      |
- 


**Networking requirements**

- |   |  |
|---|--|
| <input type="checkbox"/> 4. High-speed connection | A high-speed network connection (cable modem or DSL) |
|---|--|
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**Software Requirements**

- |  |   |
|--|---|
| <input type="checkbox"/> 5. Browser                          | Microsoft Internet Explorer (IE) 5.5 or better                      |
| <input type="checkbox"/> 6. Pop-up Blocker software disabled | ALL pop-up blocker software must be disabled prior to accessing ESS |
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**Were you able to successfully check off all of the system requirements?**

If no,  you will ***not*** be able to access ESS from your machine – no further action required

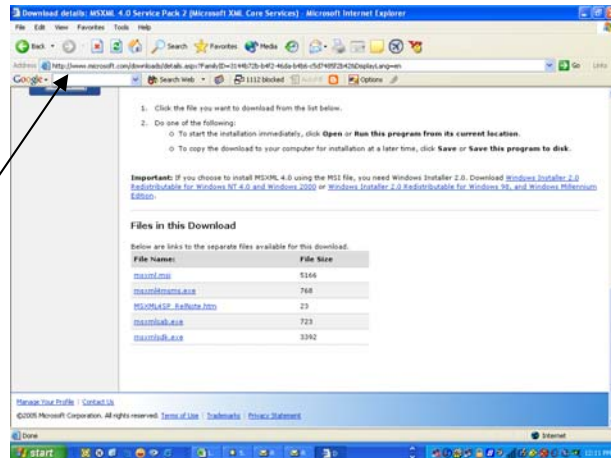
If yes,  on to **Part 2: Installing Browser Patches**

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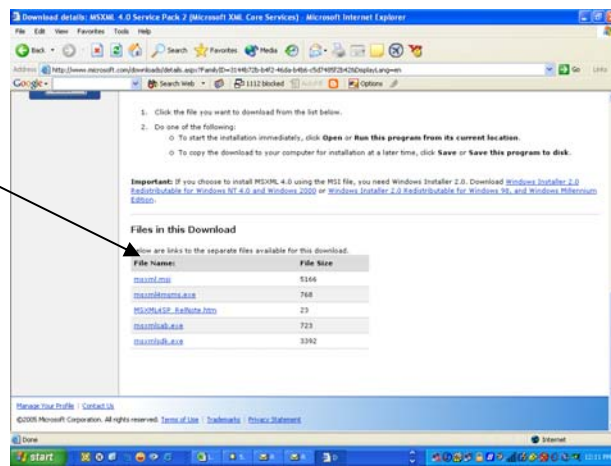
## Part 2: Installing Browser Patches

- 7. Install the MSXML 4.0 Service Pack 2 (Microsoft XML Core Services) by entering this URL into your browser

<http://www.microsoft.com/downloads/details.aspx?FamilyID=3144b72b-b4f2-46da-b4b6-c5d7485f2b42&DisplayLang=en>

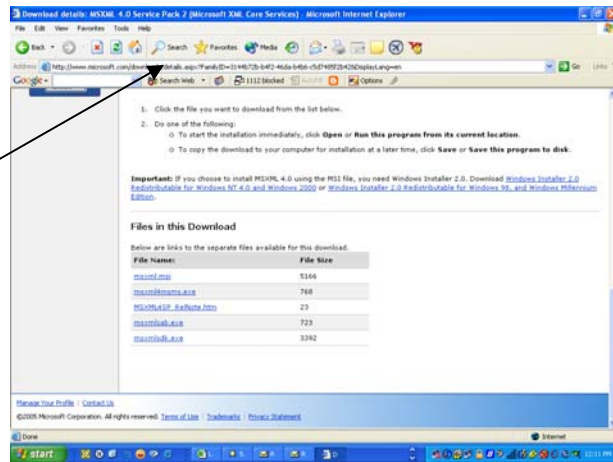


- 8. Click the **msxml.msi** link at the bottom of the web page and follow the online prompts for downloading and installing the patch



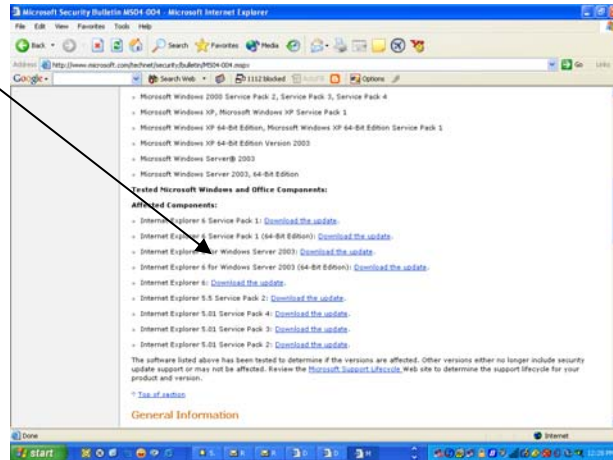
9. Install the Cumulative Security Update for Internet Explorer (832894) by entering this URL into your browser

<http://www.microsoft.com/technet/security/Bulletin/ms06-061.mspx>

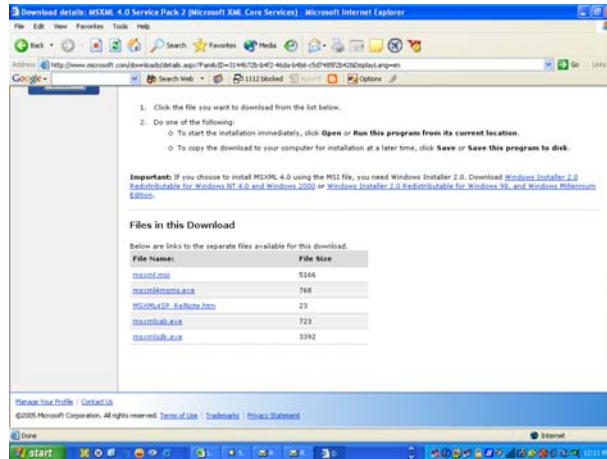


10. Go to the bottom of the webpage and make sure you download the patch for the version of Internet Explorer on your computer. Follow the online prompts to download and install the patch.

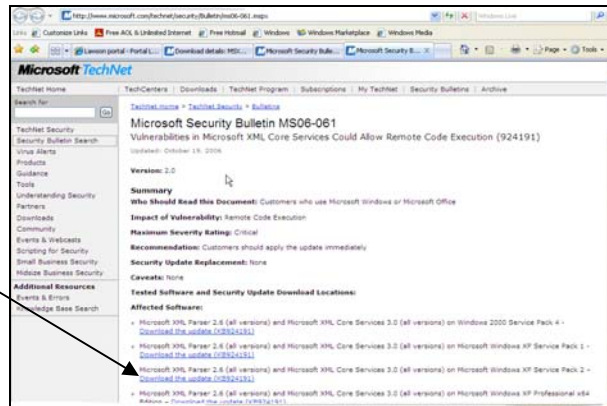
*If you are not sure what version of Internet Explorer you are running, click Help, then click About Internet Explorer in your Browser main menu to find out.*




11. Install the Hotfix for MSXML 4.0 Service Pack 2 KB927978- Microsoft XML Parser 2.6 by entering this URL into your browser  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=341CAF5F-0CDD-47A8-AF5D-91E14FCF7A0D&displaylang=en>



12. Click the link on the operating system that is installed on your computer and follow the online prompts to install the patch



### Were you able to successfully install the browser patches?

If no,  you will ***not*** be able to access ESS from your machine – no further action required

If yes,  on to **Part 3: Performance Enhancements**

## Part 3: Performance Enhancements

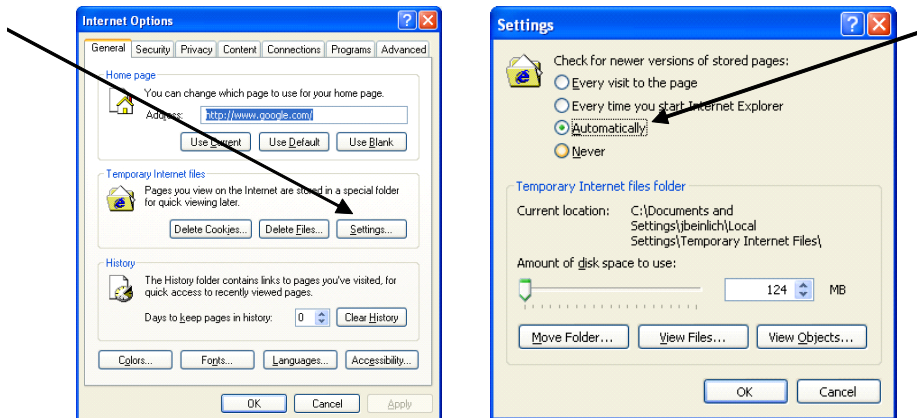
13. Setting your webpage cache:

### *Internet Explorer*

From your web browser main menu, click **tools/Internet options/**{ in the temporary internet files section }/ **settings**, select the “**automatically**” option under “check for newer versions of stored pages”.

*If your browser version is not set up exactly like this, look for a “temporary*

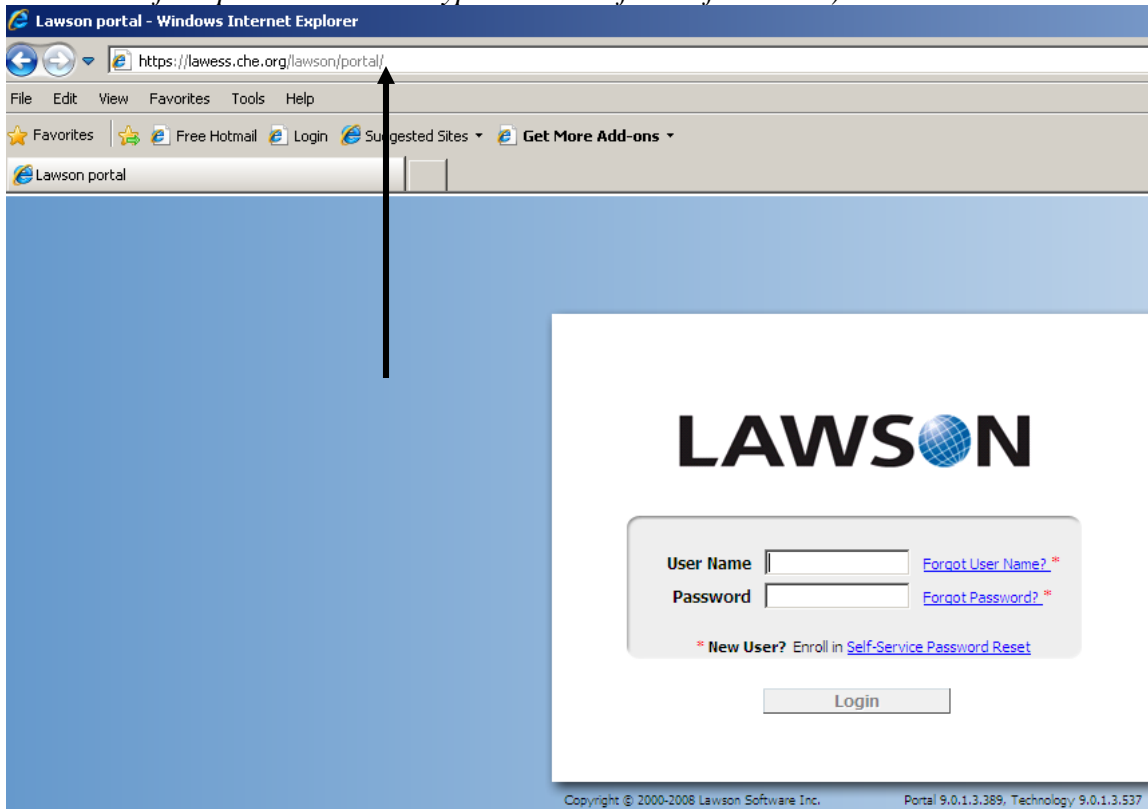
*files” option in Browser Help for the exact location of this option*



## Part 4: Testing Log on to Employee Self-Service (ESS)

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14. Navigate to Employee Self-service by typing this URL into your Browser eg: <https://lawess.che.org/lawson/portal> (It is very important to remember to include the 's' at the end of 'http' and DO NOT type 'www' in front of the URL)



- 15. At the login page enter your Active Directory Username and Password

**LAWSON**

User Name  [Forgot User Name? \\*](#)

Password  [Forgot Password? \\*](#)

\* New User? Enroll in [Self-Service Password Reset](#)

Login

- 16. If you reach the menu page successfully,  
**CONGRATULATIONS! Your pc will allow home access for ESS.**

**LAWSON** Portal Home

Home

Inbasket ^

User Level Work ^  
David Cherrin

Employee Self-Service ^

My Reports ^

Jobs and Reports ^

**Portal**

**Common Tasks**

> Manage Subscriptions

> Manage User Options

- 17. If you receive errors on the home page or you do not get to this screen, **You will not be able to access Employee Self-Service from your home PC**



**No further action is required**