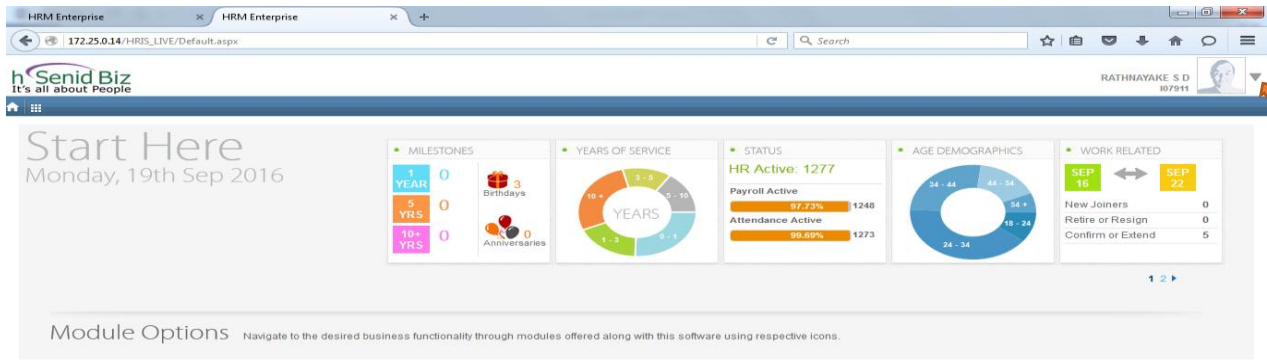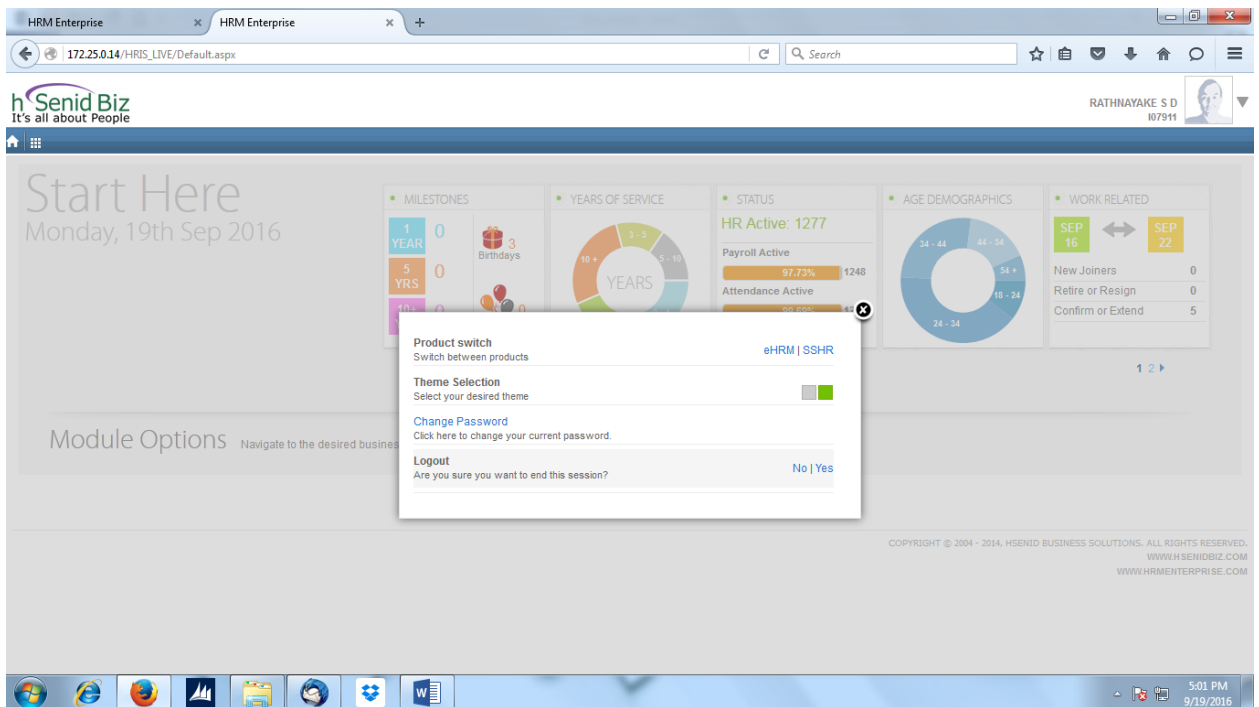# How to log in to the system ?

1. Use **HRIS.ICCLK.COM** address to log in to the system. Then following screen will appear,

2. Enter your user ID (User ID is I0 then your employee number, Ex: If your employee number is 7911, your user ID will be I07911) and pass word. (Please contact HR Dept. for your password, if you log in the system first time)
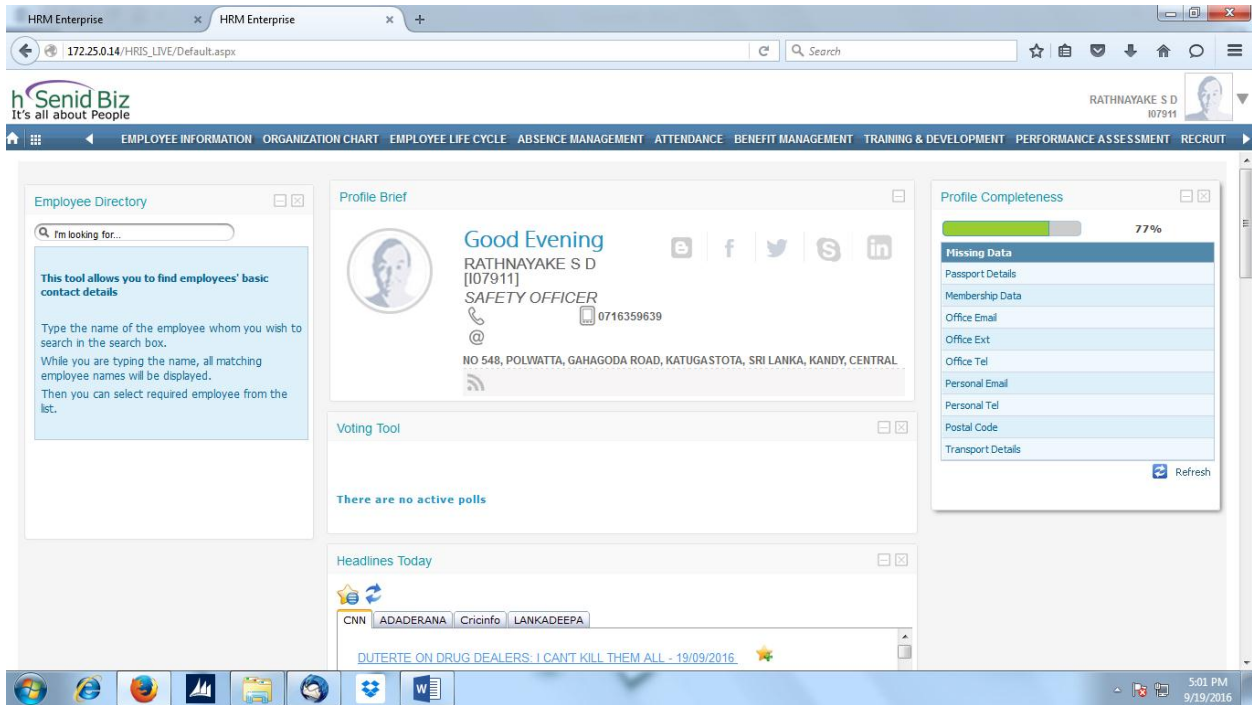

Basic ESS screen (Once you log in)

3. Click on the triangle icon which is available at top right hand corner. (As directed by the arrow I above picture). Then following screen will appear.
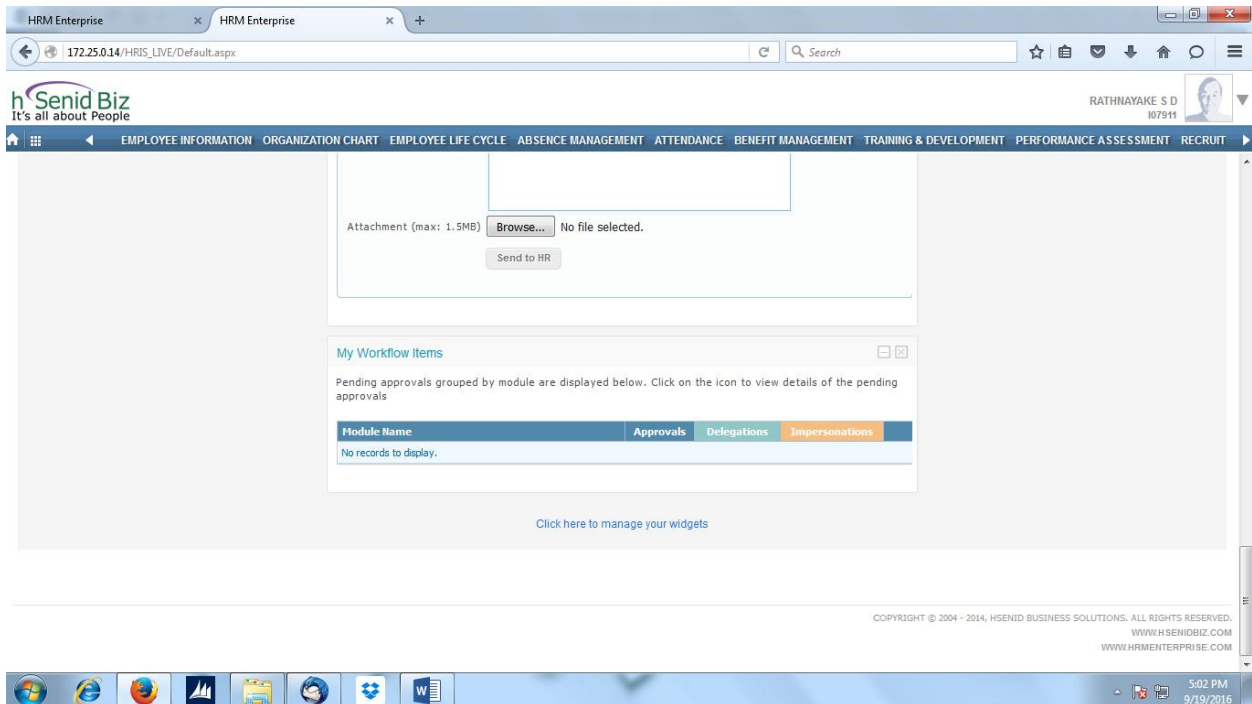
4. **Then select SSHR icon to log in to ESS**

5. **Following is the HRSS (ESS) screen – Employee Self Service**

6. Arranging widgets (Options) available at ESS screen

   At the end of the screen there will be icon "Click here to manage your widges" as following screen and click that icon.

7. **Then following screen will appear. All available features are given in widges box and you can place these features on right, left or center of your screen. Make the changes as you wish and press the OK button. Then you will get all the features.**