How to access the State of Minnesota Employee Self Service website

1. Log on to: www.state.mn.us/employee

2. Enter your State ID# as the User ID

3. Click on Forgot Your Password

4. Enter your State ID# as the User ID

5. Click the Continue button

6. Enter your Social Security number (with no dashes) in the Response space
7. Click the Create password button

8. Copy the system created password

9. Click the OK button

10. On the login page, enter your State ID# as the User ID, enter the system created password, click the Sign In button
11. Click the link to **change your password**

12. Enter the system created password as the **Current Password**

13. Enter a **New Password** that you create. It must be at least 8 characters long and contain characters from each of these four groups:
   - Upper case letters (A, B, C, ...)
   - Lower case letters (a, b, c, ...)
   - Numbers (1, 2, 3, ...)
   - Special characters ! @ # $ % ^ & * ( ) - _ = + \ | ] } \[ { ; : / ? . > < ,`

14. Enter the same new password in the **Confirm Password** space

15. Click the **Change Password** button

16. Click the **OK** button
17. Click the blue bar that says **State of MN Self Service**

This is the Main Menu on the Self Service website. From here you can view your paystubs, check your benefits, change your W-4 tax withholdings, print your W-2, and much more.

*Please note:* This is a State of Minnesota website, so Normandale cannot unlock your account or look up your password. If you are having problems with your account, please refer to the **Problems Signing On** link on the login page. This will bring you to a PDF document with FAQ’s. If you are still having problems, email **selfservice.mmb@state.mn.us**.