

ERP SECTION (NWO-CFA)
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Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)

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OFFICE-NOTE

Sub: Reset of ESS Portal user's Password –Process Regarding.

It is brought to the notice of all the users of ESS (Employee Self Support) portal, that the password of this portal can now be reset by user himself at link provided on ESS portal login page(Forgot Password? [Reset Here](#)) . All officers upto Group B can reset their password directly. All Group C & D officials can reset their password through their controlling officers.

This process requires your same email id to be registered in ESS portal. User himself can register or update his email id in ESS Portal. The process for updating your email ID is mentioned below as-

Login to ESS portal →On the home page screen of **SAP Employee Self Services**, click on **"Personalized"** at the top right corner, your user profile screen will open. Please verify your email id. If you want to update it then click on **"Modify"** tab and update your email id and **"save"** it.

All controlling officers of group C and D staff can register their email ID for their group C and D staff (in case if they are not able to remember or create their email Id) for this purpose.

(Smt. Sharda Sharma)

AGM (ERP)

MP Telecom Circle Bhopal

To -

- 1) Sr. PS to CGMT for kind info.
- 2) All Sr.GM/GM/Addl GMs/DGMs Circle office...for kind info pl
- 3) All SSA Heads for info and further circulation to all controlling staff
- 4) Notice Board