

Quick Guide: Workforce ESP Self Service at Home (IE)

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



Refer to **QuickGuide: Workforce Self Service at Home (Safari)** if you are trying to access Self Service from an Apple computer.

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 8 or higher** to access Self Service.

2 Open the Alberta Health Services Home Page



Launching Internet Explorer will open a browser window.

1. Type www.albertahealthservices.ca in your browser bar
2. Press **Enter**

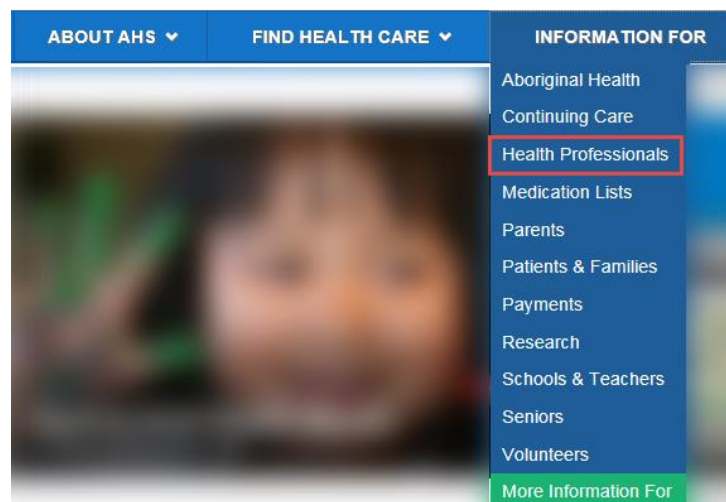


You can shortcut steps 3 and 4 below by typing <http://www.albertahealthservices.ca/esp> directly into your browser window.

3 Go to the Workforce ESP - Self Service Login Page

The browser window will open the AHS home page.

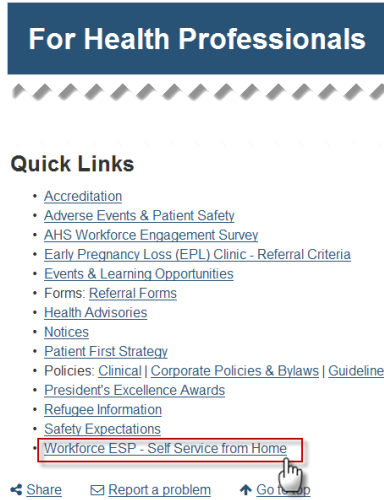
1. Click the **Information For** menu on the AHS home page
2. Select **Health Professionals** from the menu



4 Go to the Workforce ESP - Self Service Login Page

You are now on the Health Professionals page.

1. Click **Workforce ESP – Self Service from Home** at the bottom of the Health Professionals page



For Health Professionals

Quick Links

- [Accreditation](#)
- [Adverse Events & Patient Safety](#)
- [AHS Workforce Engagement Survey](#)
- [Early Pregnancy Loss \(EPL\) Clinic - Referral Criteria](#)
- [Events & Learning Opportunities](#)
- [Forms: Referral Forms](#)
- [Health Advisories](#)
- [Notices](#)
- [Patient First Strategy](#)
- [Policies: Clinical | Corporate Policies & Bylaws | Guidelines](#)
- [President's Excellence Awards](#)
- [Refugee Information](#)
- [Safety Expectations](#)
- [Workforce ESP - Self Service from Home](#)

Share Report a problem Go to top

5 Select Your Region

Workforce ESP - Self Service from Home

Clicking the **Workforce ESP – Self Service from Home** will be directed to the Workforce ESP – Self Service page.

About Workforce ESP – Self Service

Workforce ESP (Environment for Scheduling Personnel) – Self Service is Alberta Health Services' remote electronic staff scheduling technology. Workforce ESP – Self Service was formerly known as R-ESP and ESP Self Service. Select your zone to log into Workforce ESP – Self Service

Calgary Zone Workforce ESP – Self Service For employees scheduled in the Calgary Zone

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

Edmonton Zone Workforce ESP – Self Service For employees scheduled in the Edmonton Zone

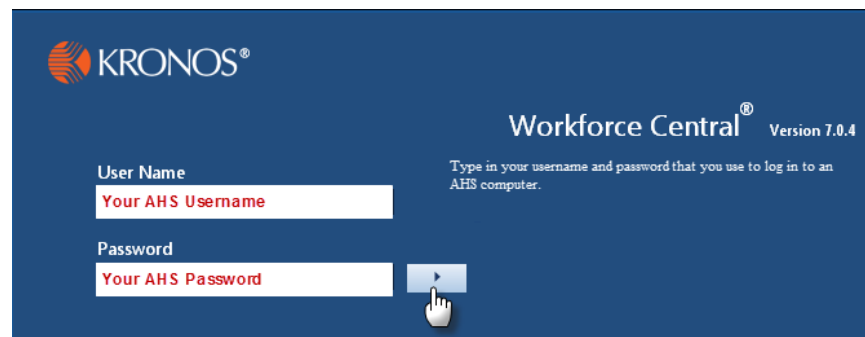
- [Access Edmonton Workforce ESP – Self Service](#)

1. Find your scheduling region
2. Click **Access Workforce ESP – Self Service** under your scheduling region

6 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**



KRONOS®

Workforce Central® Version 7.0.4

Type in your username and password that you use to log in to an AHS computer.

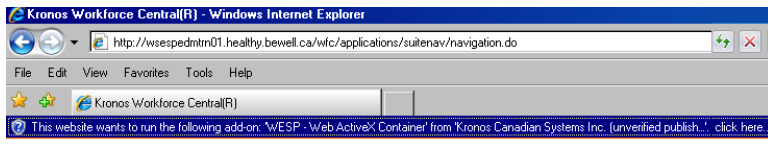
User Name
Your AHS Username

Password
Your AHS Password

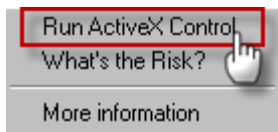


If you have been contacted with an alternative username and password for Self Service, use those credentials instead.

7 Run Add-on



Your browser may not support embedded ActiveX controls, please contact your support vendor.
Workforce ESP cannot be started because the required components are not installed on this workstation.



You will see a warning message and a yellow caution strip at the top of your Internet Explorer window cautioning you that Workforce ESP wants to run an add-on called “WESP – Web ActiveX Container.” This warning is a one-time message that will only appear on your first login.

1. Right click on the warning strip
2. Select **Run ActiveX Control** in the drop down menu that appears

8 Finish



You are now logged into Workforce ESP Self Service.

SCHEDULES

Loaded: 8:39 AM

Credentials	Actions ▾ Requests ▾ View ▾			
	Feb	Mon	Tue	March 2015
→ Warnings: 0 → Expired: 0	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 help desk if

1. You need assistance with your AHS username and password,
2. If need help finding the Workforce ESP – Self Service login page, or
3. You encounter an error message not described in this guide



The IT help desk cannot change your personal computer settings or support non-AHS computer applications.

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