Halifax
Regional Centre for Education

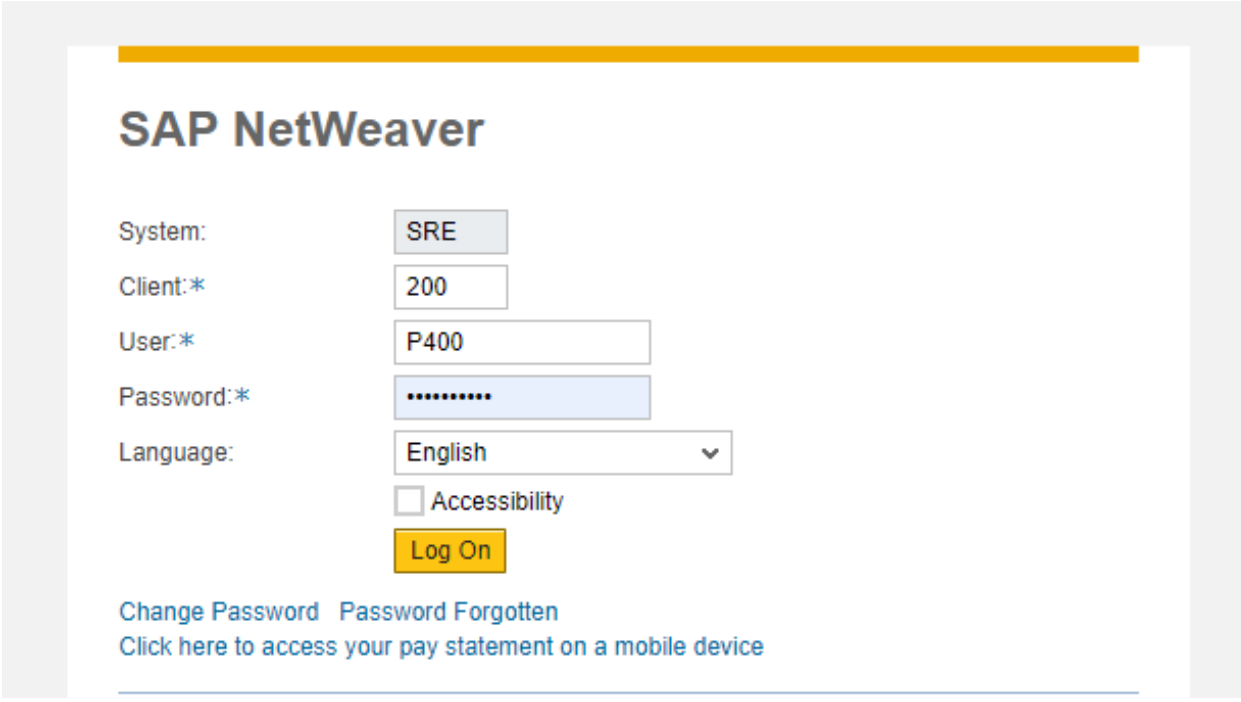
ESS Login

Visit
https://www.hrce.ca/for-staff

Click on this image on the https://www.hrce.ca/for-staff home page for ESS (where you check your pay statements).

Or visit directly at https://nssb-webapps.gov.ns.ca/nwbc

Please Note: ESS is best viewed using **Firefox** or Google **Chrome**. ESS may not display correctly in Internet Explorer or Safari.



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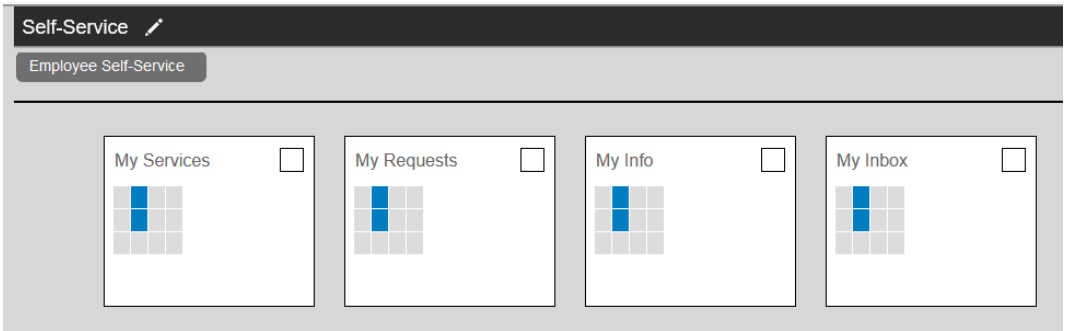
Login information

a) Please login with your P400[1] number in **user** and use the **password** provided to you in your ESS introduction email.

b) If you are an SAP user, please use your USERID and not your P400.

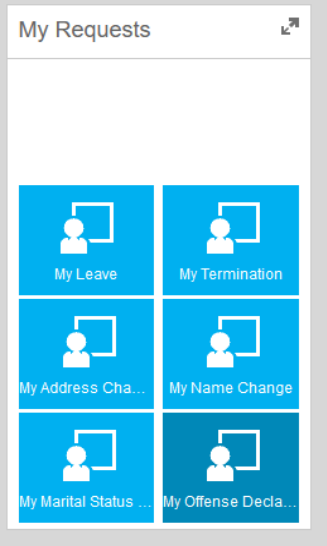
c) You only have to complete the declaration using one of your 400#s. If you have both a permanent and term 400# you can choose either 400 number to login in with. If you have a permanent and/or term and casual 400#, the preference is to use your permanent or term number to login in to ESS and complete the declaration.

d) Please note that if you are signing into the ESS for the first time, click the toggle button to populate all the boxes on the main screen.



e) Click the boxes for the modules to populate.

f) The offence declaration TAB will be in “My Requests” box.



[1] Your 400 number is your employee number (to access ESS, it starts with P) If you don’t remember your 400 employee ID, please call 902-464-2000 to reach out to your school Human Resource Administrator.