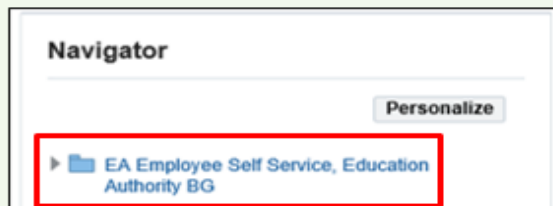


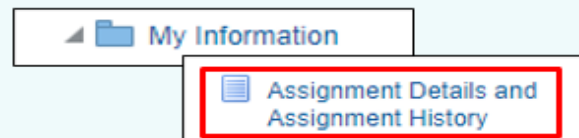
Using EA One Self-Service – ESS/MSS

How to Locate Assignment Number

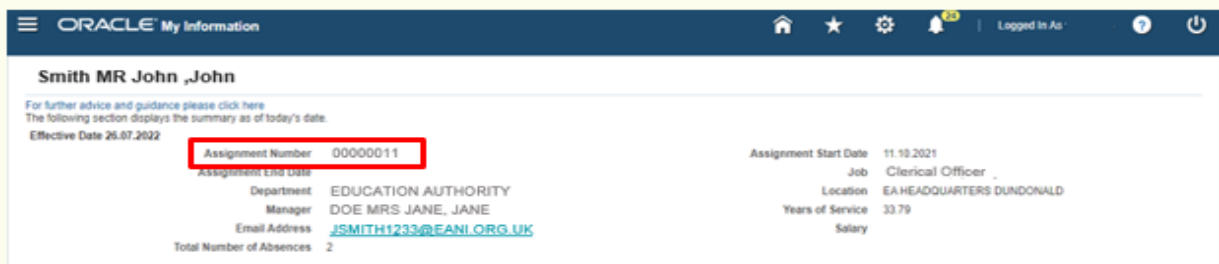
1. If you are accessing as an *employee*, on the Oracle homepage select the **EA Employee Self Service, Education Authority BG** responsibility.



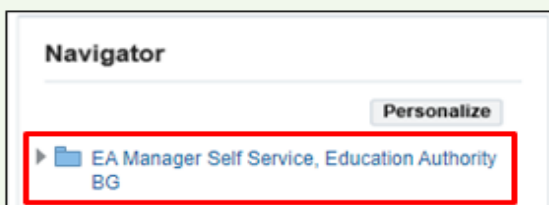
2. After selecting the responsibility you can now view the drop-down menu. Select **My Information** and then **Assignment Details and Assignment History**.



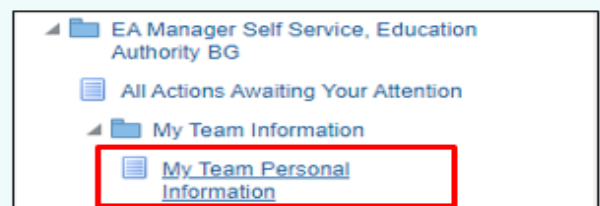
3. Your current assignment(s) information will then be displayed upon clicking. As seen below you will be able to locate your 'Assignment Number' in addition to other information regarding your assignment(s).



1. If you are accessing as a *manager*, on the Oracle homepage select the **EA Manager Self Service, Education Authority BG** responsibility.



2. After selecting the responsibility you can now view the drop-down menu. Select **My Team Information** and then **My Team Personal Information**.



3. Your team's personal information will then be displayed upon clicking. As seen below you will be able to locate your team member's 'Assignment Number' in addition to other personal information.

