## How to Register

#### STEP 1: VISIT WEBSITE

Go to ess.sccoe.org \*
Click Register
Enter email address
Click Start registration

\* San Benito users must go to ess.sbcoe.org

#### STEP 2: VERIFY EMAIL ADDRESS

Log onto your email account

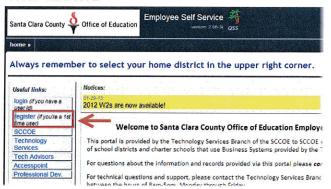
Locate confirmation email

Click link located within confirmation email

# STEP 3: COMPLETE STAFF REGISTRATION FORM

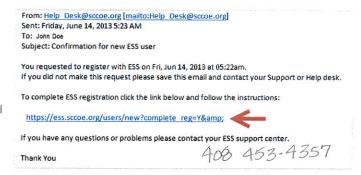
Enter required fields\*\*
Click Submit Registration.

#### VISIT WEBSITE

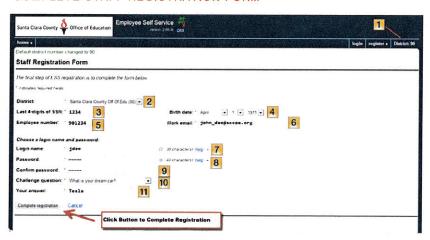




#### VERIFY EMAIL ADDRESS



### COMPLETE STAFF REGISTRATION FORM



#### \*\*REGISTRATION FORM INSTRUCTIONS

- 1. Change District to reflect your employer.
- 2. Select your district from the pull-down menu.
- Enter the last 4-digits of SSN.
- Select the month, day, and year from the Birth Date pull-down menu.
- 5. Enter your external reference number.

  (This number can often be found on your paycheck stub.) 56N/1D Box
- Skip the Work email field. This field is readonly. It displays the email account used during registration.
- 7. Enter username, using at least 3 characters.
- Enter password.
- Confirm password.
- Select a challenge question from the pulldown menu, which will be used to recover your account information if you forget your username or password.
- 11. Enter the answer to the challenge question.
- Click Complete Registration.