

# Employee Self Service

ACCESS TO YOUR PERSONAL AND PAYROLL RECORDS

## How to Register

### STEP 1: VISIT WEBSITE

- Go to [ess.sccoe.org](http://ess.sccoe.org) \*
- Click Register
- Enter email address
- Click Start registration

\* San Benito users must go to [ess.sbcoe.org](http://ess.sbcoe.org)

### VISIT WEBSITE

### VERIFY EMAIL ADDRESS

From: [Help\\_Desk@sccoe.org](mailto:Help_Desk@sccoe.org) [mailto:[Help\\_Desk@sccoe.org](mailto:Help_Desk@sccoe.org)]  
Sent: Friday, June 14, 2013 5:23 AM  
To: John Doe  
Subject: Confirmation for new ESS user

You requested to register with ESS on Fri, Jun 14, 2013 at 05:22am.  
If you did not make this request please save this email and contact your Support or Help desk.

To complete ESS registration click the link below and follow the instructions:

[https://ess.sccoe.org/users/new?complete\\_reg=Y&](https://ess.sccoe.org/users/new?complete_reg=Y&)

If you have any questions or problems please contact your ESS support center.

Thank You

408 453-4357

### STEP 2: VERIFY EMAIL ADDRESS

- Log onto your email account
- Locate confirmation email
- Click link located within confirmation email

### COMPLETE STAFF REGISTRATION FORM

### STEP 3: COMPLETE STAFF REGISTRATION FORM

- Enter required fields\*\*
- Click Submit Registration.

### \*\*REGISTRATION FORM INSTRUCTIONS

1. Change District to reflect your employer.
2. Select your district from the pull-down menu.
3. Enter the last 4-digits of SSN.
4. 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.) *SSN/ID Box*
6. Skip the Work email field. This field is read-only. It displays the email account used during registration.
7. Enter username, using at least 3 characters.
8. Enter password.
9. Confirm password.
10. Select a challenge question from the pull-down 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.
12. Click Complete Registration.