

Employee Self Service

ACCESS TO YOUR PERSONAL AND PAYROLL RECORDS

How to Register

STEP 1: VISIT WEBSITE

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

VISIT WEBSITE

VERIFY EMAIL ADDRESS

From: 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&

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

Thank You

STEP 2: VERIFY EMAIL ADDRESS

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

*REGISTRATION FORM INSTRUCTIONS

1. Change District to reflect your employer. #39
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.)
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.

COMPLETE STAFF REGISTRATION FORM

STEP 3: COMPLETE STAFF REGISTRATION FORM

- Enter required fields*
- Click Submit Registration.