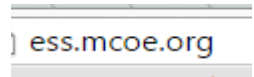


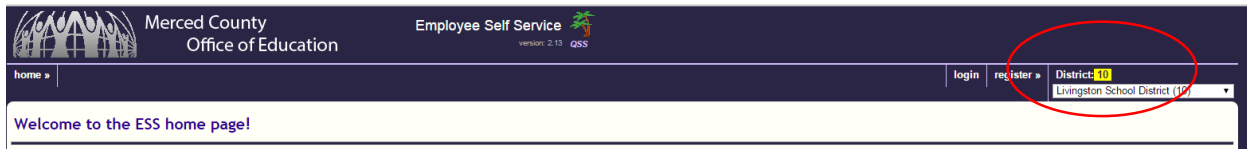
ESS Employee Self Service Registration Process

Please note: Registration requires your Employee ID Number that can be found on your checkstub.

1) Go to the internet and type **ess.mcoe.org** and this will take you to MCOE's ESS website.



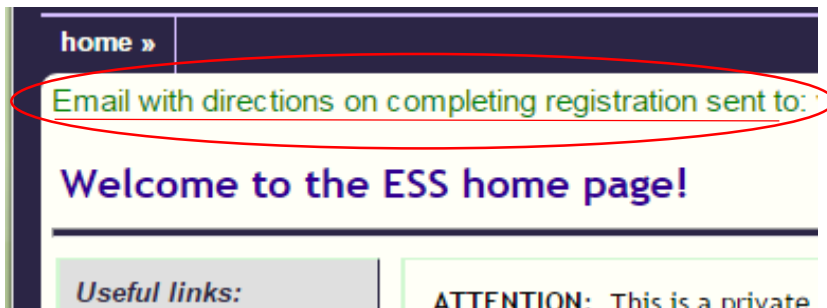
2) Look to the top right of the screen and change the District to 10, this is for Livingston Union School District.



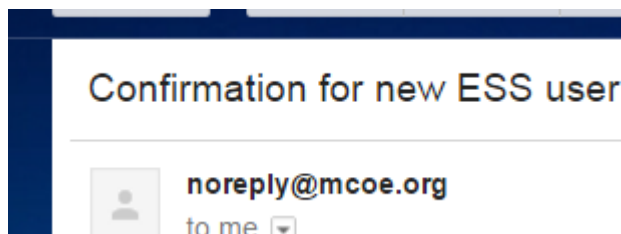
3) Click on the register button next to the District and click on "New Staff User".

- You will be instructed to input your district email address. This will only work with your district email address. Next, click on the "Start Registration" button.

4) An email will automatically be sent to your district email address.

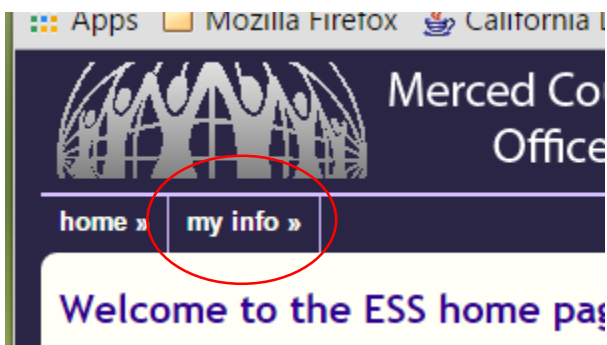


5) Go to your district email account and locate the Confirmation email from ESS. Click on the link provided in this email.



6) Fill out the staff registration form. *Part of the registration requires you to input your employee ID, this can be found on your check stub.*

7) After you have completed the registration form and have logged in. Go up to the "my info" button on the top left of the screen. There are three areas to view: Personal, Payroll and Leaves.



Personal reviews your personal information that is on file with the district. If a change is needed, the Change form is located on the district website.

Payroll shows you your pay history as well as allowing you to print your W-4's for last 3 years.

Leaves provides you with your leave balances including absences recorded from AESOP.