



## Employee **Self Service**



Register to view your  
personal and payroll records online.

### REGISTRATION REQUIREMENTS

- SCHOOL DISTRICT EMPLOYEE WITHIN SANTA CLARA OR SAN BENITO COUNTIES
- EMAIL ACCOUNT
- LAST 4 DIGITS OF SOCIAL SSN
- EXTERNAL REFERENCE NUMBER

# 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

### VISIT WEBSITE

### VERIFY EMAIL ADDRESS

### 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.
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.