

Registering for ESS (Employee Self Service)

Information you will need:

- The last four digits of your Social Security Number
- Your employee number, found in the upper corner of your pay stub
- Your birth date
- A unique login name and a password that you create

complete the registration. Start registration

Cancel

- 1) On an Internet browser, go to **ess.sccoe.org**
- 2) Check that the district number is in the menu bar in the upper right is # 57.
- 3) Click on the word **REGISTER** in the menu bar or left pane and select **New Staff User**.
- 4) On the Staff Pre-Registration Form, type in your work email in this format: nadia.pongo@mvla.net . You may enter your district email address (preferable) or use one of these external email addresses: AOL, COMCAST, GMAIL, HOTMAIL, LIVE, ATT, and YAHOO. Work email: * minnie_mouse@sccoe.org
- 5) Click the Start Registration button. You are now returned to the ESS home page with a message that directs you to check your email in order to complete the registration process
- 6) Log into your email. Open the email from the Help Desk and click on the hyperlinked internet address. It will automatically take you to a new ESS registration page.
- Complete the registration page. Here are a few TIPS:
 - Make sure District **57** is in the upper right corner. •
 - "Work Email" must be the same email you entered on the pre-registration page. •
 - Login Name & Password: We suggest using your district email USER ID that you use for email –and that same password (one less user ID & password to remember).
 - Each must be least 5 characters long and a ٠ maximum of 30 characters.
 - The Challenge Question will appear if you log in and need password assistance – to make sure it's really you. So make sure your question and answer are something you will remember.

District:	Santa Clara County Off Of Edu (90)		
Last 4-digits of SSN: *	5555	Birth date: *	May 💌 2 💌 1942 💌
Employee number: *	123456	Work email: *	minnie_mouse@sccoe.org
Choose a login name a	and password:		
Login name:	MMouse	(5 - 30 characters)	hide - The following special charac
			hide -
Password:	•••••	(5 - 40 characters)	 0 minimum letters required 5 minimum times the same
			 case-sensitive, meaning an u
Confirm password:	•••••		
Challenge question: *	Mother's maiden name?		
Your answer:			
Complete registration	Cancel		_

This should be your main email address. If you do not have a district en email a message will appear at the top of the of this box in green confir

- After submitting the registration, you can log in to ESS (ess.sccoe.org).
- $^{\diamond}$ Add the ESS page to your browser's Bookmarks or Favorites so that you can go there quickly next time.
- ightarrow If you forget your password, click the forget password link and answer your challenge question. A temporary password will be sent to the email on file.
- Ð Remember to always logout and keep your info secure by clicking **Logout** in the upper right corner.

