



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
- Click Register
- Enter email address
- Click Start registration

VISIT WEBSITE

Always remember to select your home district in the upper right corner.

Useful links:
login (if you have a user ID)
register (if you're a 1st time user)
SCCOE
Technology Services
Tech Advisors
Accesspoint
Professional Dev

Notices:
01-29-13
2012 W2s are now available!

Welcome to Santa Clara County Office of Education Employee Self Service

This portal is provided by the Technology Services Branch of the SCCOE to SCCOE employees of school districts and charter schools that use Business Systems provided by the Technology Services Branch.

For questions about the information and records provided via this portal please contact the Technology Services Branch.

For technical questions and support, please contact the Technology Services Branch between the hours of 8am-5pm, Monday through Friday.

Staff Pre-registration Form

Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.

* indicates required fields

Work email: * john.doe@sccoe.org

This should be your main email address. If you do not have a district email address you may use your personal email address. After you enter your email address, a green box will appear confirming that an email has been sent to you. Click the link in the email to complete the registration.

Start registration Cancel

Notes:

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.
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

Staff Registration Form

The final step of ESS registration is to complete the form below.

* indicates required fields

District: Santa Clara County Of Edu (90)
Last 4-digits of SSN: 1234
Employee number: 901234
Birth date: April 1, 1971
Work email: john.doe@sccoe.org

Choose a login name and password:
Login name: jdoe
Password: *****
Confirm password: *****
Challenge question: What is your dream car?
Your answer: Tesla

Complete registration Cancel

Click Button to Complete Registration

STEP 3: COMPLETE STAFF REGISTRATION FORM

- Enter required fields*
- Click Submit Registration.