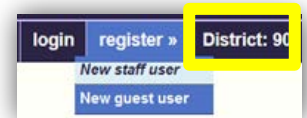# Registering for ESS (Employee Self Service)

> **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

1) On an Internet browser, go to **ess.sccoe.org**

2) Check that your district number is in the menu bar in the upper right.

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. You may enter your district email address (preferable) or use one of these external email addresses: AOL, COMCAST, GMAIL, HOTMAIL, LIVE, ATT, and YAHOO.

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.

7) Complete the registration page. Here are a few TIPS:
   - "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 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.

8) After submitting the registration, you can log in to ESS (*ess.sccoe.org*).

👆 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.

👆 Remember to always logout and keep your info secure by clicking **Logout** in the upper right corner.

Santa Clara County
Office of Education