

# ESS Employee Self Service

## First-Time Users

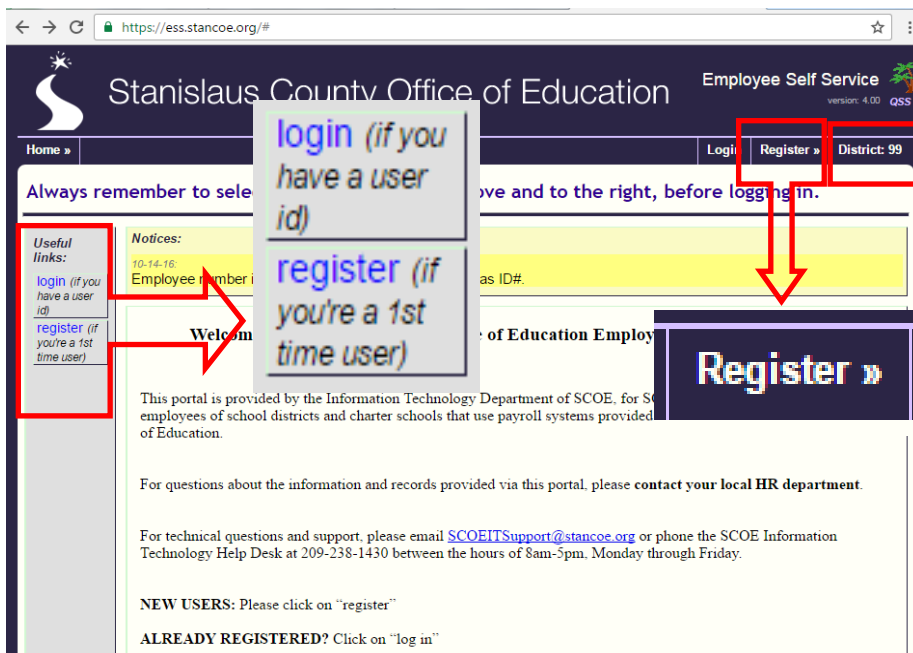
Oakdale Joint Unified School District  
168 South Third Avenue, Oakdale, California 95361  
(209) 848-4884 • Fax (209) 848-2129



ESS is a web-based program that provides access to your personal HR records and payroll details.

step 1

1. Direct your browser to <https://ess.stancoe.org>.
2. Select your district by clicking on the “Oakdale Joint Unified: 16” from the dropdown list.
3. Select either “register” in the left panel or the “Register” at the top right corner of the page.



District: 16

READ IT AND TRY IT

step 2

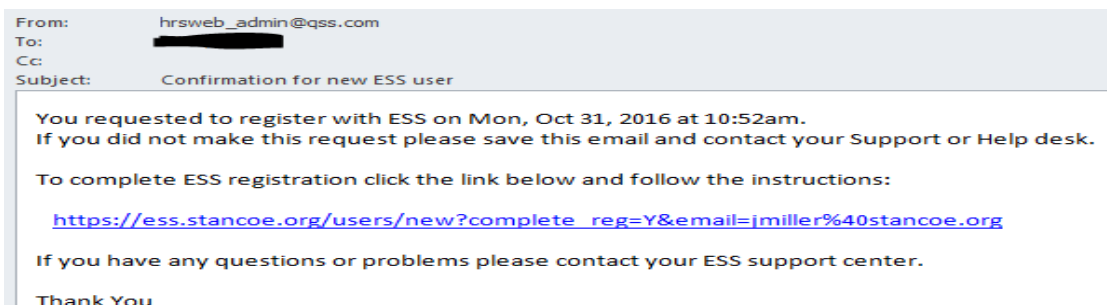
1. You will be prompted to enter your email address.
2. After you enter your email address, select “Start registration” to continue.

Work email: \*

[Cancel](#)

step 3

You will receive an email for “Confirmation for new ESS user” in Outlook. Read the email and then click the link once to continue with the registration.



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step  
4

1. Select your district and fill in the remaining required fields—using the same username and password as your district workstation.
2. Select Complete registration.

Employee ID can be found on your last paystub.

The screenshot shows the 'Staff Registration Form' in the Employee Self Service portal. The form includes the following fields and options:

- District:** Stanislaus County Office Of Ed (31) (dropdown menu)
- Domain user:** (text input field)
- Domain password:** (text input field)
- Last 4-digits of SSN:** (text input field)
- Employee number:** (text input field)
- Birth date:** (dropdown menu for month: January, dropdown for day: 1, dropdown for year: 1970)
- Choose a login name and password:**
  - Login name:** (text input field with placeholder 'choose a login/user-id name', 3 - 30 characters, help link)
  - Password:** (text input field, 8 - 40 characters, help link)
  - Confirm password:** (text input field)

Buttons: Complete registration, Cancel

step  
5

1. Select the Staff user type, enter your username and password.
2. Select "Login" to complete your registration.

The screenshot shows the 'Login for ESS' page. It includes the following elements:

- User type:** Staff (dropdown menu)
- User name:** (text input field)
- Password:** (text input field)
- Login** button
- [\[ new staff user \]](#) -- register as staff (district employee) (with help icon)

**Now you are registered and ready to use ESS.**

**Please note—if your district does not use QCC absence tracking, you will not have leave information available.**