

# ESS Employee Self Service First-Time Users

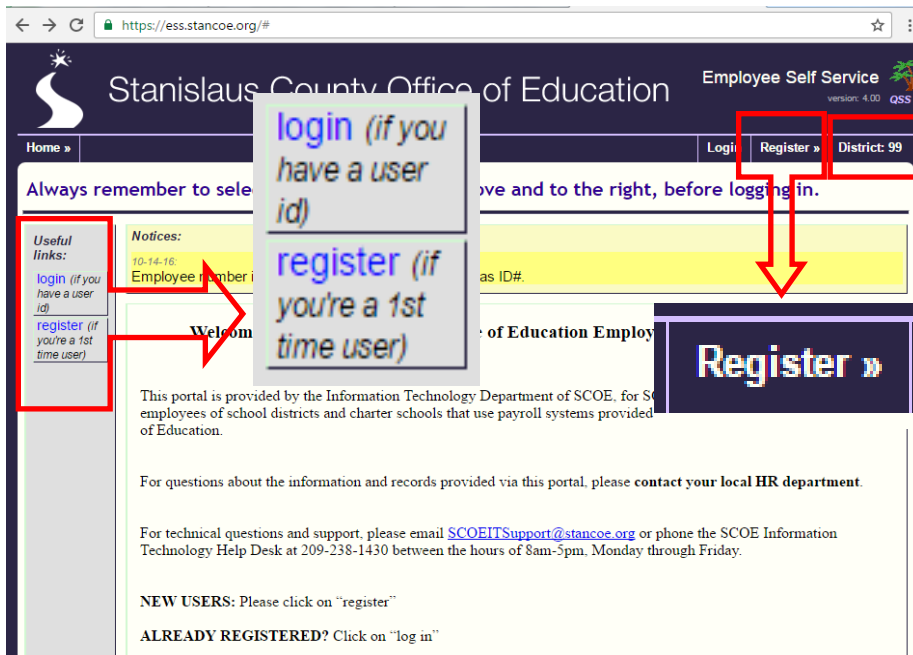
Oakdale Joint Unified School District  
168 South Third Avenue, Oakdale, California 95361  
(209) 848-4884 • Fax (209) 848-2129



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 “District: 99” dropdown list.
3. Select either “register” in the left panel or the “Register” at the top right corner of the page.



step 2

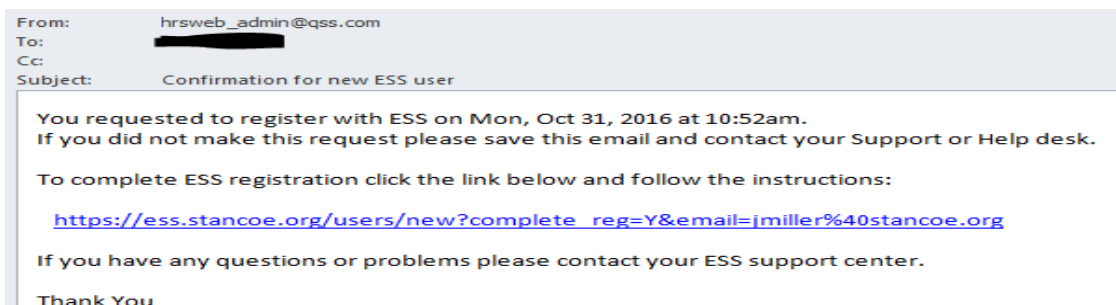
1. You will be prompted to enter your email address.
2. After you enter your email address, select “Start registration” to continue.

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.



# ESS Employee Self Service

## First-Time Users

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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.

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.**

After changing your district, click on the “Register” link to begin the registration process.

Stanislaus County Office of Education Employee Self Service

Home » Login Register » District: 31

Default district number changed to 31.

Always remember to select your home district, above and to the right, before logging in.

**Useful links:**  
[login](#) (if you have a user id)  
[register](#) (if you're a 1st time user)

**Notices:**  
10-17-16:  
Employee Number is located on line 01 of your paystub as ID# or on your Employee ID badge.

**Welcome to Stanislaus County Office of Education Employee Self Service (ESS)**

This portal is provided by the Information Technology Department of SCOE, for SCOE employees, as well as employees of school districts and charter schools that use payroll systems provided by the Stanislaus County Office of Education.

For questions about the information and records provided via this portal, please use the HR email contacts below:

Personnel Info: [scampbell@stancoe.org](mailto:scampbell@stancoe.org)  
Degrees: [scampbell@stancoe.org](mailto:scampbell@stancoe.org)  
Credentials: [slazar@stancoe.org](mailto:slazar@stancoe.org) or [tussery@stancoe.org](mailto:tussery@stancoe.org)  
Pay History: [iramirez@stancoe.org](mailto:iramirez@stancoe.org)  
Leave Info: [aabshier@stancoe.org](mailto:aabshier@stancoe.org) or [selia@stancoe.org](mailto:selia@stancoe.org)

For technical questions and support, please email [SCOEITSupport@stancoe.org](mailto:SCOEITSupport@stancoe.org) or phone the SCOE Information Technology Help Desk at 209-238-1430 between the hours of 8am-5pm, Monday through Friday.

**NEW USERS:** Please click on “register”  
**ALREADY REGISTERED?** Click on “log in”

**Useful links:**

[login](#) (if you have a user id)

[register](#) (if you're a 1st time user)

Click on the “Register” link on the top left-hand side of the page before attempting to login.

Enter your work email and then click on the “Start registration” button.

The screenshot shows the 'Staff Pre-registration Form' interface. At the top, the Stanislaus County Office of Education logo is on the left, and 'Employee Self Service' with a version number of 4.00 and a QSS logo is on the right. A navigation bar includes 'Home »', 'Login', 'Register »', and 'District: 31'. The main heading is 'Staff Pre-registration Form'. Below this, instructions state: 'Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.' A note indicates that an asterisk (\*) denotes required fields. The 'Work email:' field contains 'bschut@stancoe.org' and is highlighted with a large blue arrow pointing left. Below the field are 'Start registration' and 'Cancel' buttons. A 'Notes:' section contains two bullet points: 'If you have already logged-in as a Staff user then go to the [ESS login page](#), select "Staff" as the user-type, and enter your ESS user name and password.' and 'District employees should use "Staff" user type, unless otherwise notified. SCOE users should use "Domain" user type to log in.' A third line of text states: 'If your district has notified you to use Windows desktop (Active Directory) login, select "Domain" as the user-type and enter your Windows login name and password.'

After clicking “Start registration” you will be returned to the Home screen with a **GREEN** message listed at the top. You will receive an email shortly after this page loads.

The screenshot shows the Home screen of the Employee Self Service portal. The header and navigation bar are identical to the previous screenshot. A green message is displayed at the top: 'Email with directions on completing registration sent to: bschut@stancoe.org', with a large blue arrow pointing left. Below the message, a purple instruction reads: 'Always remember to select your home district, above and to the right, before logging in.' At the bottom, there are sections for 'Useful links:' and 'Notices:'.

You will receive an email from hrsweb\_admin@qss.com. Click on the link



Tue 10/18/2016 11:43 AM

hrsweb\_admin@qss.com

Confirmation for new ESS user

To Schut, Brandon

Action Items

You requested to register with ESS on Tue, Oct 18, 2016 at 11:42am.

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.stancoe.org/users/new?complete\\_reg=Y&email=bschut%40stancoe.org](https://ess.stancoe.org/users/new?complete_reg=Y&email=bschut%40stancoe.org)

If you have any questions or problems please contact your ESS support center.


Thank You



Clicking the link from the email will take you to the Registration page.



# Stanislaus County Office of Education

Employee Self Service  version: 4.00

Home » Login Register » District: **31**

## Staff Registration Form

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

\* indicates required fields

District: \*

Last 4-digits of SSN: \*

Employee number: \*

Birth date: \*

Choose a login name and password:

Login name: \*  (3 - 30 characters) [help](#) →

Password: \*  (8 - 40 characters) [help](#) →

Confirm password: \*

[Cancel](#)

Home »

## Staff Registration Form

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

\* indicates required fields

**District:** \* --select a district--

**Last 4-digits of SSN:** \* --select a district--

**Employee number:** \*

**Choose a login name and password:**

**Login name:** \*

**Password:** \*

**Confirm password:** \*

Notes:

- If you have previously logged in, you should use the same login name and password.
- District employees should use Windows desktop (Active Directory) login, see your district's website for more information.

If your district has notified you to use Windows desktop (Active Directory) login, see your district's website for more information.



Select District 31 from the dropdown menu.

Enter the first part of your SCOE email; the same thing you would enter to login to a SCOE computer.



Do not include the @ symbol or anything after your User ID.

Home »

## Staff Registration Form

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

\* indicates required fields

**District:** \* Stanislaus County Office Of Ed (31) ▾

**Domain user:** \* bschut|  Doma

**Last 4-digits of SSN:** \*

**Employee number:** \*

**Choose a login name and password:**

**Login name:** \* bschut  (3 - 30)

**Password:** \*  (8 - 40)

**Confirm password:** \*

[Cancel](#)

Enter your SCOE password in the “Domain password” field.

Notice that these fields will automatically populate the “Login name” and “Password” fields at the bottom of the form.

Your ESS login information will always match your SCOE

### Staff Registration Form

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

\* indicates required fields

District: \*    
Domain user: \*  Domain password: \*    
Last 4-digits of SSN: \*  Birth date: \*      
Employee number: \*

Choose a login name and password:

Login name: \*  (3 - 30 characters) [help](#) →   
Password: \*  (8 - 40 characters) [help](#) →   
Confirm password: \*

[Cancel](#)

Enter the three remaining fields (Last 4-digits of SSN, Birth date, and

### Staff Registration Form

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

\* indicates required fields

District: \*    
Domain user: \*  Domain password: \*    
Last 4-digits of SSN: \*  Birth date: \*      
Employee number: \*

Choose a login name and password:

Login name: \*  (3 - 30 characters) [help](#) →   
Password: \*  (8 - 40 characters) [help](#) →   
Confirm password: \*

**TIP: Your Employee Number is located on your SCOE badge.**



Upon successful registration, you will be sent to the Login page



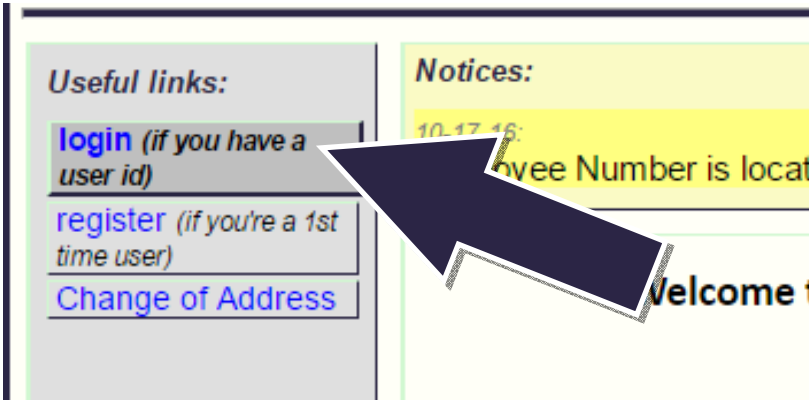
Stanislaus County Office of Education

Home »

Authenticated by HR system. Registration successful. You can now login with a user-type  
login for ESS

Home »

Then click on the “Home” button to access the appropriate login area.



Useful links:

- login (if you have a user id)
- register (if you're a 1st time user)
- Change of Address

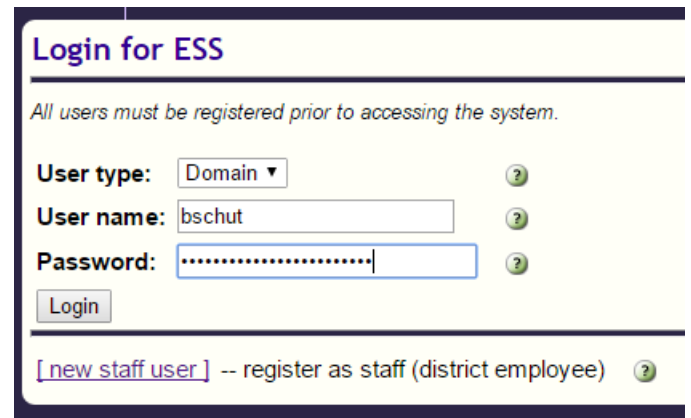
Notices:

10-17-16: Employee Number is located

Welcome to

Make sure District 31 is shown in the top right corner and then click on the “Login” button on the left side of the screen.

With the Domain “User type” selected, enter your SCOE User ID and Password to access ESS.



Login for ESS

All users must be registered prior to accessing the system.

User type: Domain ▾ ?

User name: bschut ?

Password: ..... ?

Login

[ new staff user ] -- register as staff (district employee) ?

Technical Questions and Support with Registration?  
Contact the SCOE IT Department at [SCOEITSupport@stancoe.org](mailto:SCOEITSupport@stancoe.org)  
or call the IT Help Desk at 209-238-1430.