

How to access the **Employee Self Service Portal**

The Employee Self Service (ESS) is a secure, web-based portal where you can review personal and work-related information, such as your payment history, leave balances and W-2 information.

HOW TO REGISTER

Visit **ess.mcoe.org**. Select your district from the list. If you are not presented with a list, select your district in the top right corner and then choose "Register."





Enter your work or personal email address and click "Start Registration."



Click on the link sent to your email and complete the registration form.



ESS is available through the Merced County Office of Education Information Technology Services department, in cooperation with your school district.

Home *	Login	Register »	District: 99			
Staff Pre-registration Form						
Enter your work or personal email address, click the registration button and an email will be sent to you with instructions on how to complete registration.						
* indicates required fields						
Email: *						
Start registration Cancel						

Home *	Login	Register »	District: 26
Staff Registration Form			
The final step of ESS registration is to complete the form below. * indicates required fields If you do not have a work email, use a personal email in both fields			
District: * Merced County Office Of Ed (99) * Last 4-digits of SSN: * Birth date: * Employee number: * Email:	January	<u> </u>	1970 🗸
Choose a login name and password:	halo -		
Password: * (8 - 40 characters)	help -		
Confirm password: *			
Challenge question: * What is your Father's middle name?			
Your answer: *			
Complete registration Cancel Notes:			
 If you have previously logged-in as a Staff user then go to the ESS login gage, select "Staff" as the use and password. 	w-type, an	d enter your E	SS user name