# 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

1 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."

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

3 Click on the link sent to your email and complete the registration form.
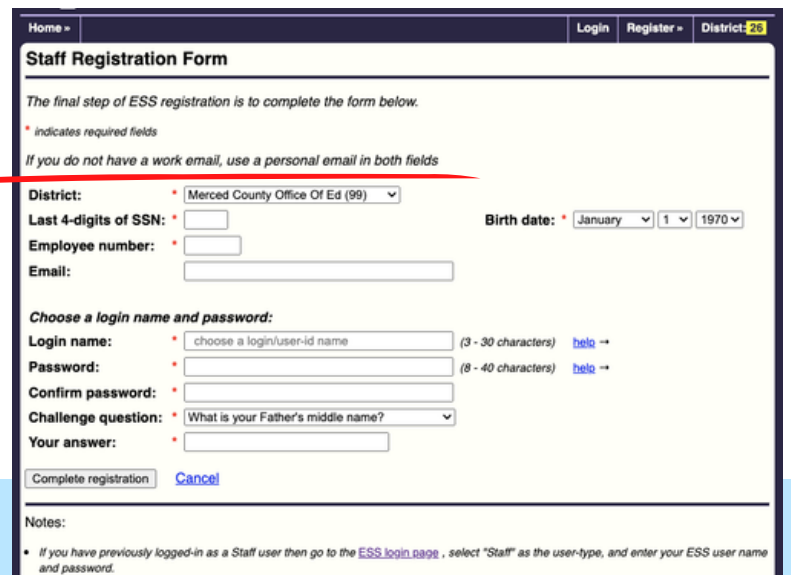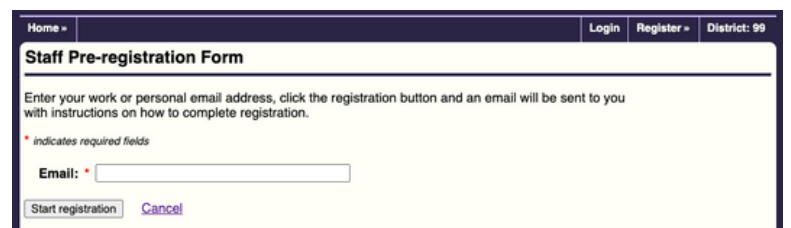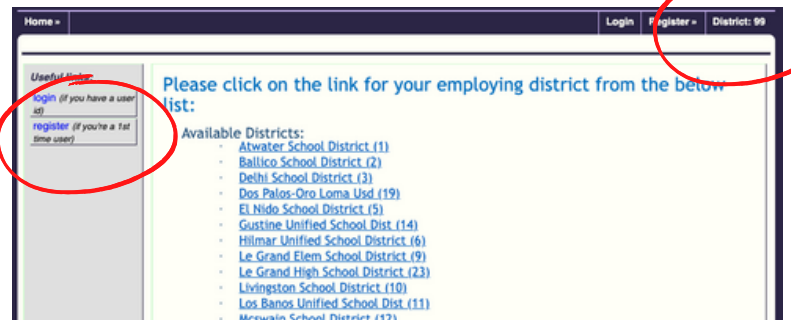
Steve M. Tietjen, Ed.D.
County Superintendent of Schools

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