



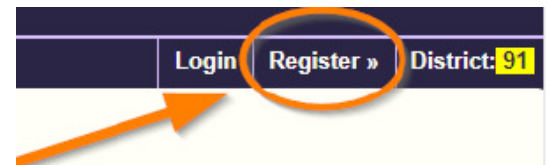
## Enrollment Page ([REGISTER](#))

Items needed to create an account: **Orange Dotted Box Below**

1. Last 4-digits of Social Security Number SSN
2. Your Birthdate
3. Employee Number      **Found on Paycheck / (See example below) or contact HR**
4. Email address Work      Use while employed  
Email address Home      Used after retirement or separation

On the main ESS login page, *click on the register* in the upper right next to the district or the side choice bar.

After clicking on register, a new window will open, as shown below.



**Make sure District 76 is showing** - if it is not, click on the District and select TUHSD-76 from the dropdown menu.

**Staff Registration Form**

\* indicates required fields

District:

Last 4-digits of SSN:

Employee number:

Birth date:

Email addresses:

Work email:  Fill out both email addresses. Work email will be used as primary.

Home email:  Home email will be used when retired or separated

Choose a login name and password:

Login name:  (5 - 30 characters) [help](#) →

Password:  (8 - 40 characters)

Confirm password:

Challenge question:

Your answer:

- 2 - minimum letters required.
- 1 - minimum uppercase letters.
- 1 - minimum lowercase letters.
- 1 - minimum numbers required.
- 6 - minimum times the same character can be repeated.
- case-sensitive, meaning an uppercase "A" is different from a lowercase "a".

Fill in the form with all needed fields, then click on the Register Button in the lower left-hand corner. If an invalid employee comes up again, please verify the five pieces of information with your payroll department.

If you have trouble enrolling, please contact the Human Resources office for assistance.