

## ESS ACCOUNTSETUP INSTRUCTIONS

- You will need your Employee # to set up your ESS Account
- Please be logged into the email address you are going to use to register your ESS account (I recommend your personal email address but you can use your lcboc email address if you choose)
- You cannot register using a smartphone, iPad, some Tablets and Chrome books

1. Go to [www.lcboe.net](http://www.lcboe.net)
2. Go to the Staff Resources tab near the top of the page
3. Go to the link in the middle of the page EMPLOYEE SELF SERVICE SYSTEM (ESS)
4. Click on "Register" at the top right-hand corner of the page
5. Complete the form that is used to Create a New Account on your screen
  - a. Enter your user name: first and last name all lower case with no punctuation or spaces
  - b. Enter the email address you wish to use to register your account (make sure that is the only other browser open on the computer you are using)
  - c. Enter your first name (legal first name on your social security card)
  - d. Enter your last name (legal last name on your social security card)
  - e. Enter your social security number
  - f. Enter your Employee number
  - g. Create a password with at least 8 characters (PLEASE write this down for future use because we do not have access to your passwords)
  - h. Confirm that password by typing it in again
  - i. Click on "Register" at the bottom of the form
6. This will either take you back to the Login page but you cannot login yet, or it will give you a Confirm link to select to verify your email address. If it does not give you the Confirm link, go to step 7
7. Go to your email and look for an email from No-Reply or ESS Harris in your inbox. If it is not there, look in junk or spam folders for the email.
8. Please read the email carefully and copy the entire link in the email and put it in a new browser and select Enter

This should provide you with the Confirm link to click on. Once you see the message **WELCOME TO YOUR ESS ONLINE ACCOUNT**, you are in your ESS account and can follow the instructions that follow the Welcome message to maneuver around in your account. Sign off when ready by clicking on the Logout button in the top right-hand corner of the page.