

# Registering for ESS (Employee Self Service) Oak Grove School District



## Information you will need:

- ✓ The last four digits of your Social Security Number
- ✓ Your employee number, found in the upper corner of your pay stub
- ✓ Your birthdate
- ✓ A unique login name and a password that you create

1) On an Internet browser, go to [ess.sccoe.org](http://ess.sccoe.org). Select Oak Grove Sd from the list.

- 2) The Oak Grove School District logo should be in the top left corner of the screen. Click on Register to get started.  
3) Type in your work e-mail.

- 4) Log into your work email. Open the email from SCCOE and click on the [hyperlinked](#) internet address. It will automatically take you to a new ESS registration page.

From: <[no-reply@ess.sccoe.org](mailto:no-reply@ess.sccoe.org)>  
Date: Mon, Jan 8, 2024 at 2:56 PM  
Subject: Confirmation for new ESS user  
To: [REDACTED]


You requested to register with ESS on Mon, Jan 08, 2024 at 02:56pm.  
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.sccoe.org/users/new?complete\\_reg=Y&email=\[REDACTED\]](https://ess.sccoe.org/users/new?complete_reg=Y&email=[REDACTED])

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

- 5) You will be redirected to the Staff Registration Form. Complete the required fields and then Complete Registration at bottom. Here are a few TIPS:
- “Work Email” must be the same email you entered on the pre-registration page
  - Login Name and Password: Each must be at least 5 characters long and a maximum of 30 characters.
  - The Challenge Question will appear if you log in and need password assistance – to make sure it’s really you. Make sure your question and answer are something you will remember.



Employee Self Service   
version: 20.2.11-scc

Home »

### 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: \*

Work email: \*

Birth date: \*

**Choose a login name and password:**

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

Password: \*  (5 - 40 characters) [help](#) →

Confirm password: \*

Challenge question: \*

Your answer: \*

[Cancel](#)

Notes:

- If you have previously 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.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#), select "QCC" as the user-type, and enter your QCC user name and QCC password.

6) You will be redirected to the login page. Enter your information and Login.

Home »

## Login for ESS

All users must be registered prior to accessing the system.

User type:  ?

User name:  ? [Forgot user name?](#)

Password:  ? [Forgot password?](#)

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

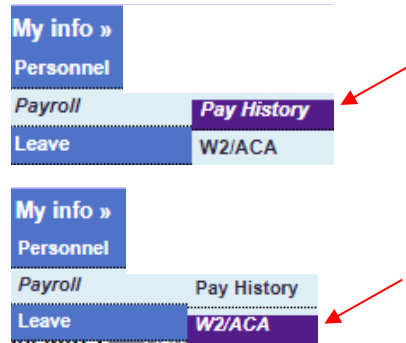
If you forget your password, click the forget password link and answer your challenge question. A temporary password will be sent to the email on file.

Remember to always logout and keep your info secure by clicking **Logout** in the upper right corner.

For assistance, contact Amy Nguyen in Business Office at 408-227-8300 ext. 100220 or the SCCOE Help Desk at 408-453-4357 Monday through Friday during normal business hours.

## VIEW YOUR PAYROLL INFORMATION VIA ESS (EMPLOYEE SELF SERVICE)

1. Open an Internet browser and type in: **ess.sccoe.org** The ESS screen will appear.
  - *NOTE: to proceed, you must already be registered in ESS.*
2. Click on **LOGIN** in the top menu bar or left panel, User Type: Staff
3. Enter your **ESS User Name** and **Password** and click **LOGIN** or hit the Enter key (case sensitive)
4. TO VIEW PAYROLL INFORMATION: Click on **MY INFO**, and select **PAYROLL** and **PAY HISTORY** or **W2/ACA**.



Items that are highlighted in blue are hyperlinks and will show more information when selected.

5. Select an item under **Check/DD#** to see pay information.

Check/DD#	Type	Date Paid	Net Pay	Image
9080xxx4	M	04/30/2014	1,594.81	Yes

6. If you want to view and/or print your actual pay stub(s), select **YES** in the **Image** column for the pay stub(s) you wish to view.
  - a. The pay stub will open as a PDF in a new screen. You can then PRINT it or SAVE it locally.
  - b. To print, select the **printer** icon.
  - c. To save the PDF copy of the pay stub, select the **SAVE** icon.



- Make sure you save it to a safe place – either your own computer or to your flash drive.

When finished with that screen, **CLOSE** the screen with the **small X** in the right corner (not the big red X).



7. When you are finished, **LOGOUT** of the ESS system (top right corner).

