San Benito County Office of Education
Registering for ESS (Employee Self Service)

> **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 birth date
> ✓ A unique login name and a password that you create

1) On an Internet browser, go to **ess.sbcoe.org**

2) Check that your district number is in the menu bar in the upper right. **San Benito COE = 90**

3) Click on the word **REGISTER** in the menu bar or left pane and select **New Staff User**.

   register » | help | District: 90
   New staff user | San Benito Coe (90)
   New guest user
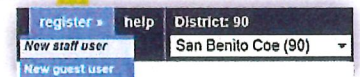
4) On the Staff Pre-Registration Form, type in your work email. For SBCOE staff, generally and preferably, that will be your **FIRST INITIAL**, **LAST NAME**, the **@** sign, **SBCOE.ORG**. You may enter a district email address or use one of these external email addresses: AOL, COMCAST, GMAIL, HOTMAIL, LIVE, ATT, and YAHOO.

   Work email: * | minnie_mouse@sbcoe.org
   This should be your main email address. If you do not have a district email a message will appear at the top of the of this box in green confirm complete the registration.
   Start registration   Cancel

5) Click the **Start Registration** button. You are now returned to the ESS home page with a message that directs you to check your email in order to complete the registration process

6) Log into your email. Open the email from the Help Desk and click on the **hyperlinked** internet address. It will automatically take you to a new ESS registration page.

7) Complete the registration page. Here are a few TIPS:
   - "Work Email" must be the same email you entered on the pre-registration page.
   - Login Name & Password: We suggest using your SBCOE USER ID that you use for email – *your first initial and last name* and that same password (one less user ID & password to remember).
   - Each must be 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. So make sure your question and answer are something you will remember.

   District: San Benito County Off Edu (90)
   Last 4-digits of SSN: * 5555   Birth date: * May ▼ 2 ▼ 1942 ▼
   Employee number: * 123456   Work email: * minnie_mouse@sccoe.org
   Choose a login name and password:
   Login name: * MMouse   (5 - 30 characters)
   Password: * •••••••   (5 - 40 characters)
   Confirm password: * •••••••
   Challenge question: * Mother's maiden name?   ▼
   Your answer: *
   Complete registration   Cancel

8) After submitting the registration, you can log in to ESS (*ess.sbcoe.org*).

✎ 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.

Technology Services
Santa Clara County
Office of Education

SAN BENITO COUNTY OFFICE OF EDUCATION
## View Your Payroll Information via ESS (Employee Self Service)

1. Open an Internet browser and type in: **ess.sbcoe.org**   The ESS screen will appear.
   ➢ *NOTE: to proceed, you must already be registered in ESS.*

2. Check the top menu bar to make sure the District number is correct. **San Benito COE = 90**

3. Click on *LOGIN* in the top menu bar or left panel

4. Enter your **ESS User Name** and **Password** and click *LOGIN* or hit the Enter key.
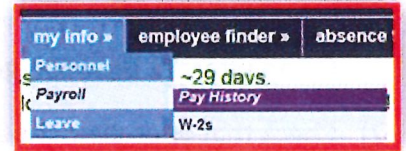
5. TO VIEW PAYROLL INFORMATION: Click on *MY INFO*, and select *PAYROLL* and *PAY HISTORY*.

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

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

7. Select a **YES** item under **Image** to view Pay Stub (if you have direct deposit)

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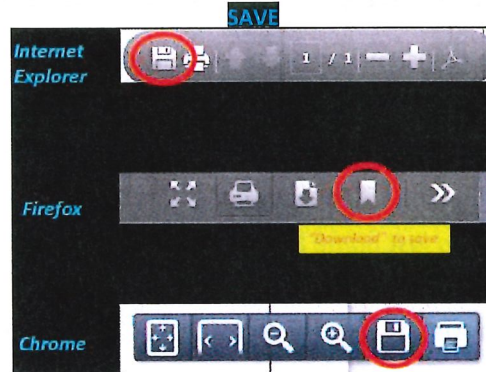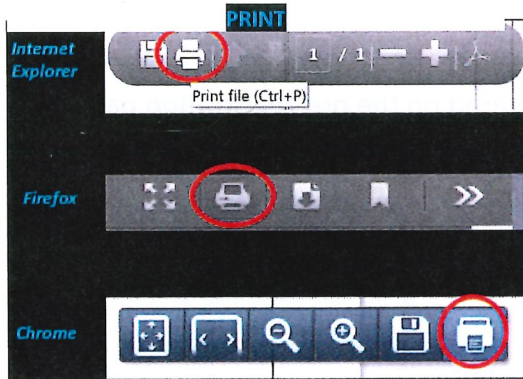
   d. When finished with that screen, **CLOSE** the screen with the **small X** in the right corner (not the big red X).

8. When you are finished with all of the information, *LOGOUT* of the ESS system (top right corner).

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