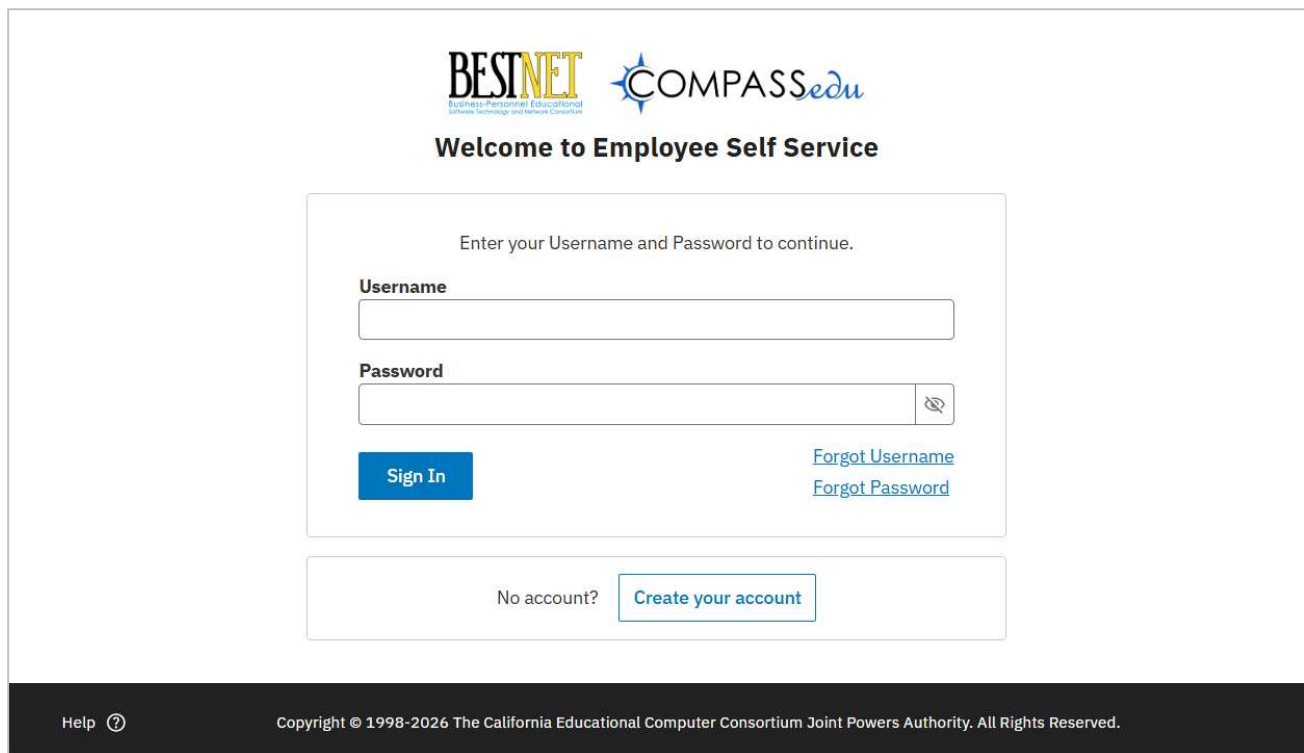


CREATING AN ACCOUNT

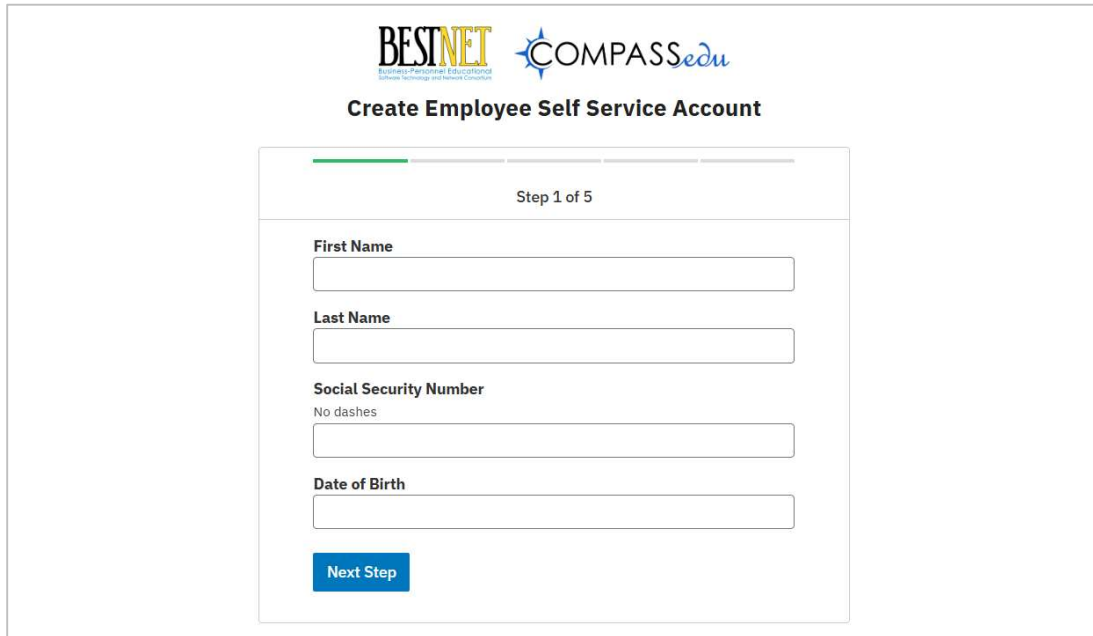
To create an account:

1. Go to the **Employee Self Service** site for your county:
 San Bernardino: <https://ess.sanbernardino.compassedu.net>
 Inyo: <https://ess.inyo.compassedu.net>
 Mono: <https://ess.mono.compassedu.net>



The screenshot shows the login interface for the Employee Self Service portal. At the top, the BESTNET and COMPASSedu logos are displayed, followed by the text "Welcome to Employee Self Service". Below this is a login form with the instruction "Enter your Username and Password to continue." The form contains two input fields: "Username" and "Password". The Password field has a toggle icon for visibility. A blue "Sign In" button is positioned below the Password field. To the right of the button are two links: "Forgot Username" and "Forgot Password". At the bottom of the form, there is a section with the text "No account?" and a button labeled "Create your account". The footer of the page includes a "Help" link with a question mark icon and a copyright notice: "Copyright © 1998-2026 The California Educational Computer Consortium Joint Powers Authority. All Rights Reserved."

2. Click **Create your Account**
3. Enter your **First Name, Last Name, Social Security Number**, and **Date of Birth**, then click **Next Step**



BESTNET  **COMPASSedu**

Create Employee Self Service Account

Step 1 of 5

First Name

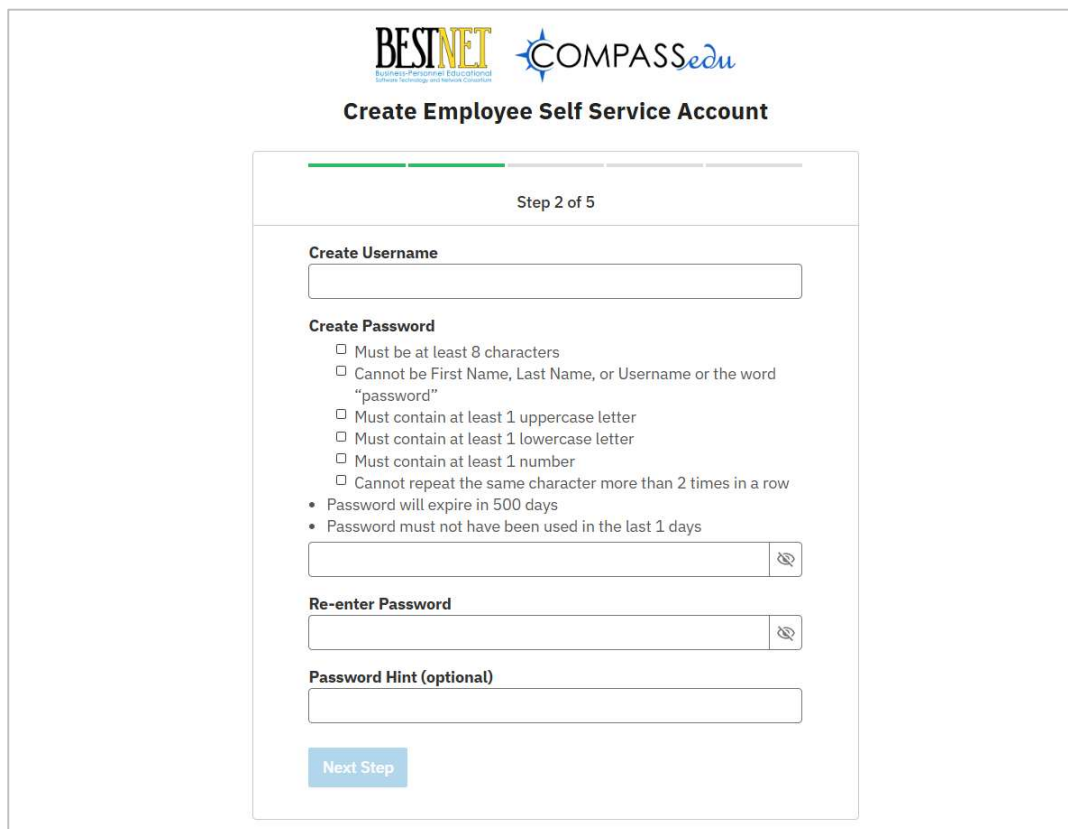
Last Name

Social Security Number
 No dashes

Date of Birth

Next Step

4. Create **Username**, **Create Password**, **Re-Enter Password**, and add an optional **Password Hint**. The username entered will be used for all districts within the county. Click **Next Step**



BESTNET  **COMPASSedu**

Create Employee Self Service Account

Step 2 of 5

Create Username

Create Password

- ☐ Must be at least 8 characters
- ☐ Cannot be First Name, Last Name, or Username or the word "password"
- ☐ Must contain at least 1 uppercase letter
- ☐ Must contain at least 1 lowercase letter
- ☐ Must contain at least 1 number
- ☐ Cannot repeat the same character more than 2 times in a row

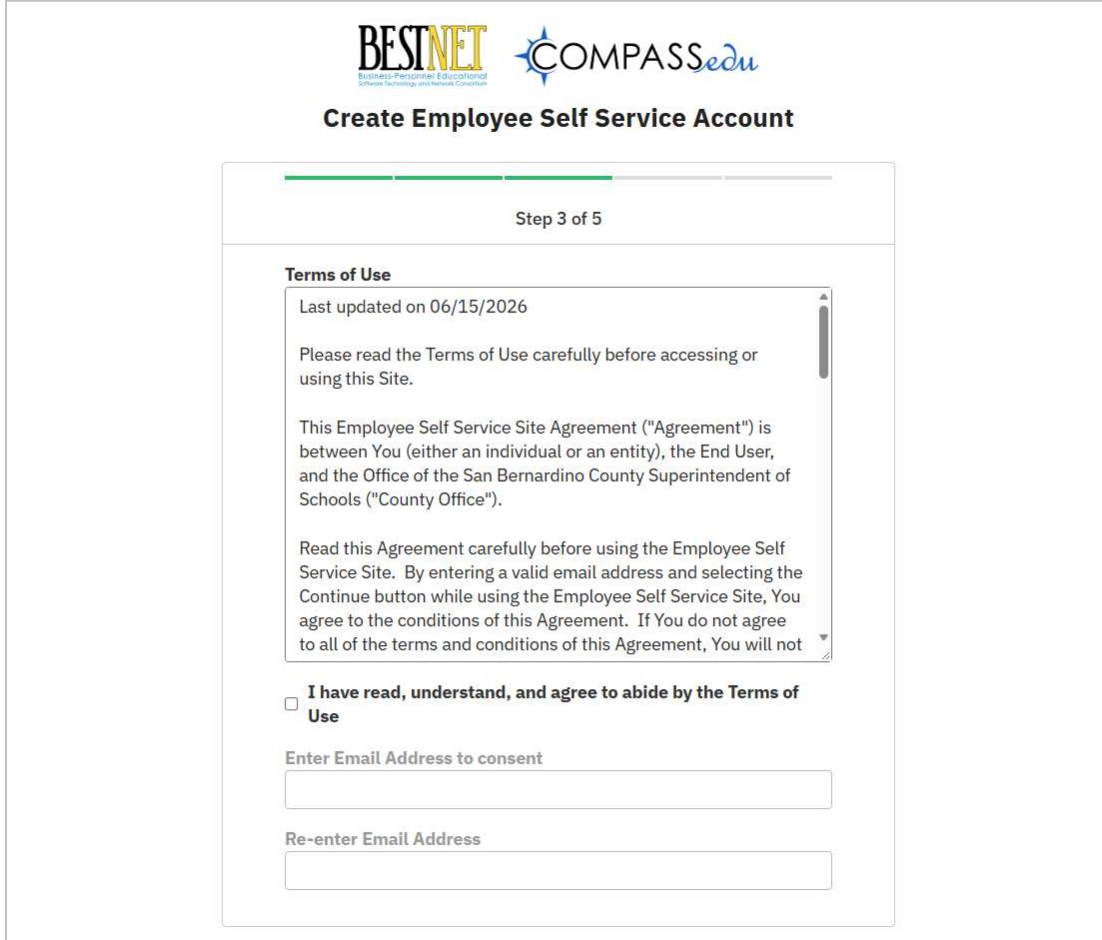
- Password will expire in 500 days
- Password must not have been used in the last 1 days

Re-enter Password

Password Hint (optional)

Next Step

- Review **Terms of Use** and agree to the terms and enter your **Email Address**. The email address entered will be the address that is saved for your account and will be used to verify your account during the log in process. Click **Next Step**



BESTNET **COMPASSedu**
Business-Personnel Educational Software Technology and Network Consortium

Create Employee Self Service Account

Step 3 of 5

Terms of Use

Last updated on 06/15/2026

Please read the Terms of Use carefully before accessing or using this Site.

This Employee Self Service Site Agreement ("Agreement") is between You (either an individual or an entity), the End User, and the Office of the San Bernardino County Superintendent of Schools ("County Office").

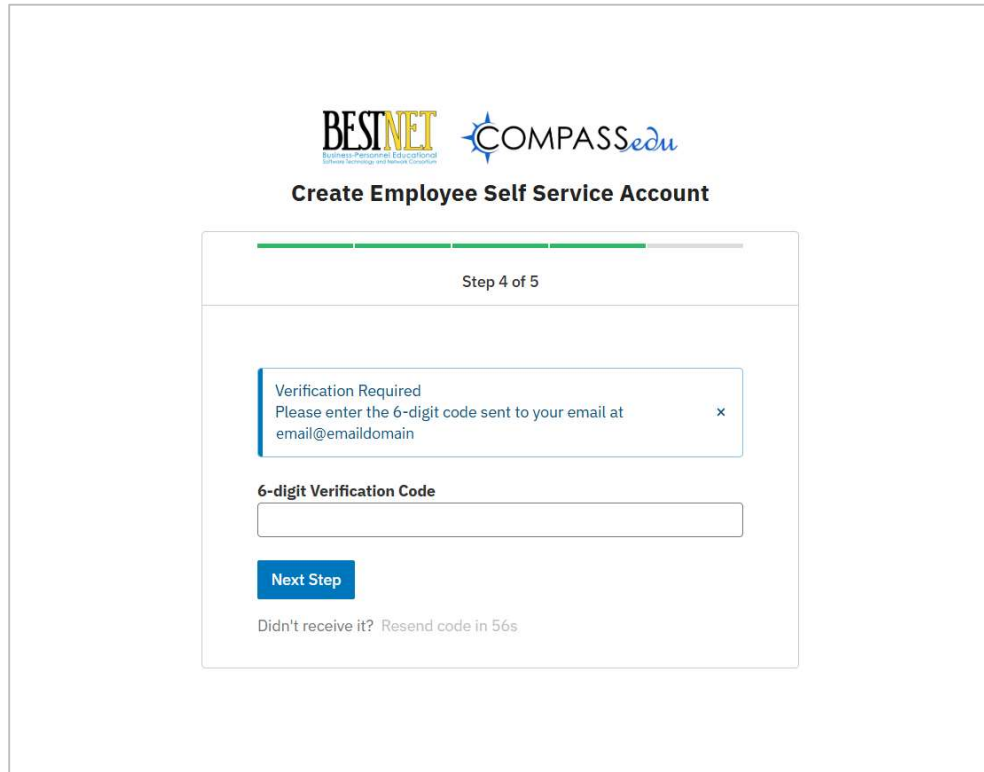
Read this Agreement carefully before using the Employee Self Service Site. By entering a valid email address and selecting the Continue button while using the Employee Self Service Site, You agree to the conditions of this Agreement. If You do not agree to all of the terms and conditions of this Agreement, You will not

☐ **I have read, understand, and agree to abide by the Terms of Use**

Enter Email Address to consent

Re-enter Email Address

- Enter your **Verification Code** to verify your email



BESTNET **COMPASSedu**
Business Personnel Educational Software Technology and Network Consortium

Create Employee Self Service Account

Step 4 of 5

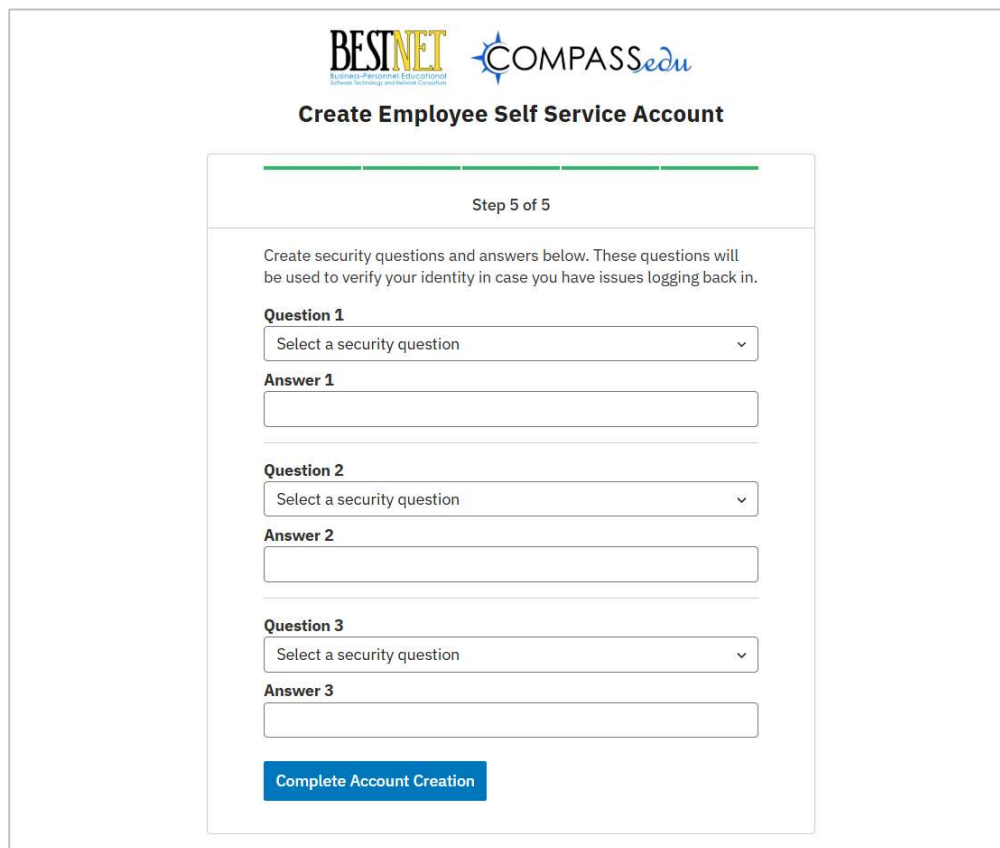
Verification Required
Please enter the 6-digit code sent to your email at email@emaildomain

6-digit Verification Code

Next Step

Didn't receive it? Resend code in 56s

Select the Security **Questions** and **Answers**, then click **Complete Account Creation**



BESTNET **COMPASSedu**
Business Personnel Educational Software Technology and Network Consortium

Create Employee Self Service Account

Step 5 of 5

Create security questions and answers below. These questions will be used to verify your identity in case you have issues logging back in.

Question 1
Select a security question

Answer 1

Question 2
Select a security question

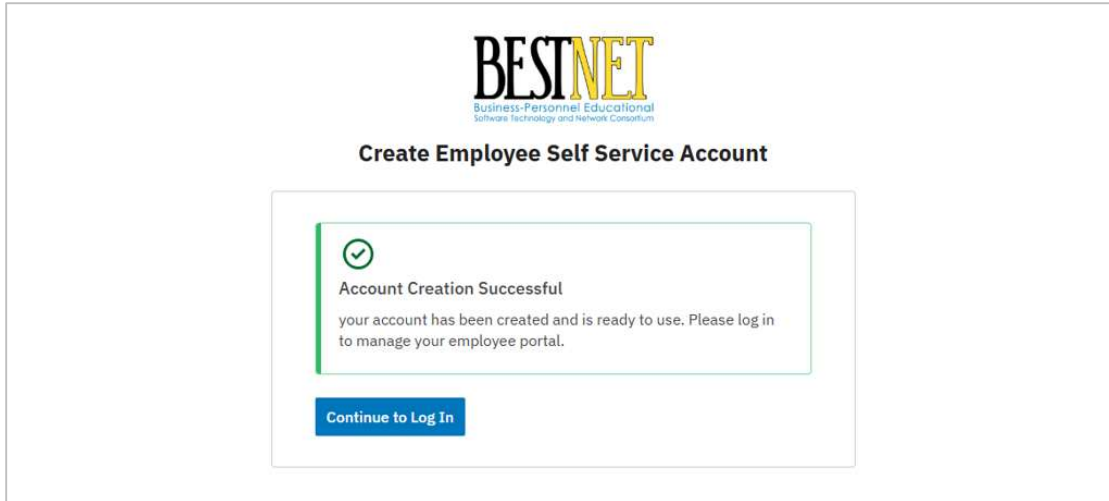
Answer 2

Question 3
Select a security question

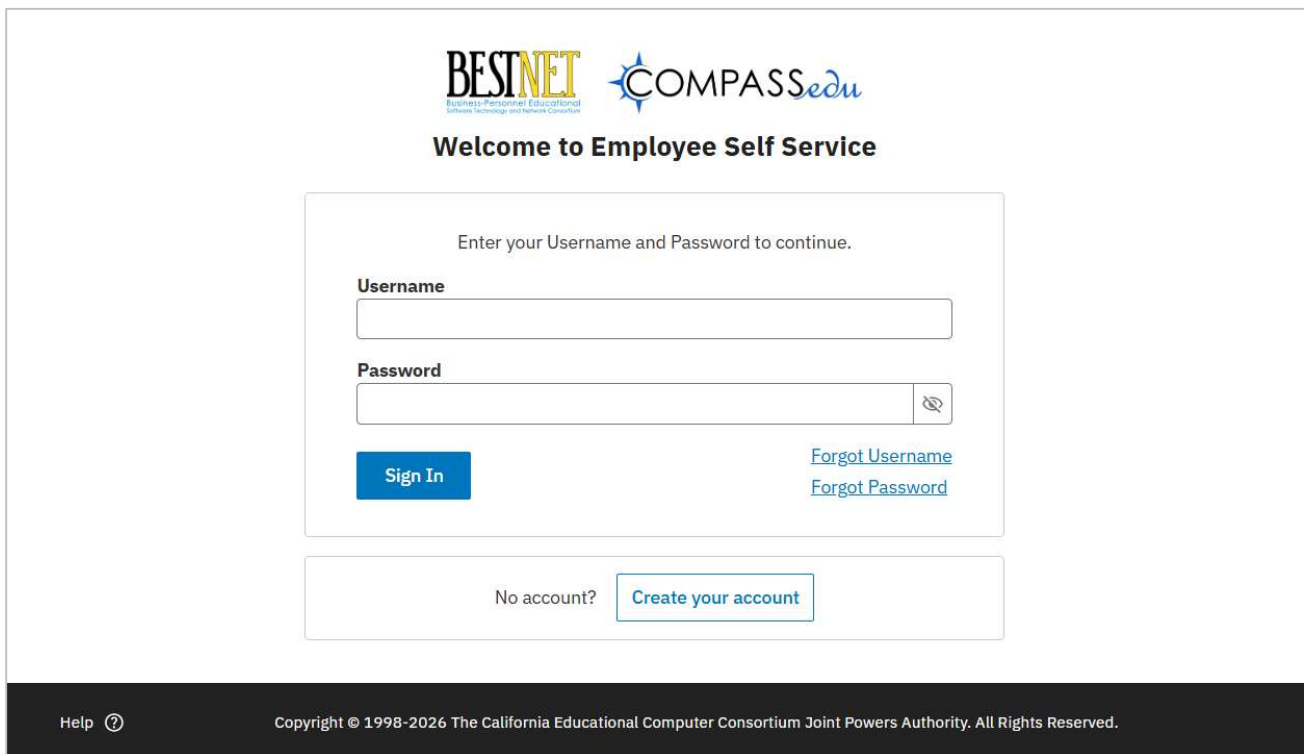
Answer 3

Complete Account Creation

- Click **Continue to Sign In** to return to login page



- Enter your **Username, Password**, then click **Sign In**



- Enter the **Verification Code** sent to your email address associated with your account
- If you are using a trusted device, you may choose to have the system remember it for 30 days by selecting **Remember this device for 30 days**.
- Click **Verify and Log In**



Verification Required

Please check your email **email@emaildomain** and enter the code below

Verification Code

☐ Remember this device for 30 days.

Verify and Sign In

Cancel

Didn't receive it? [Resend code in 58s](#)