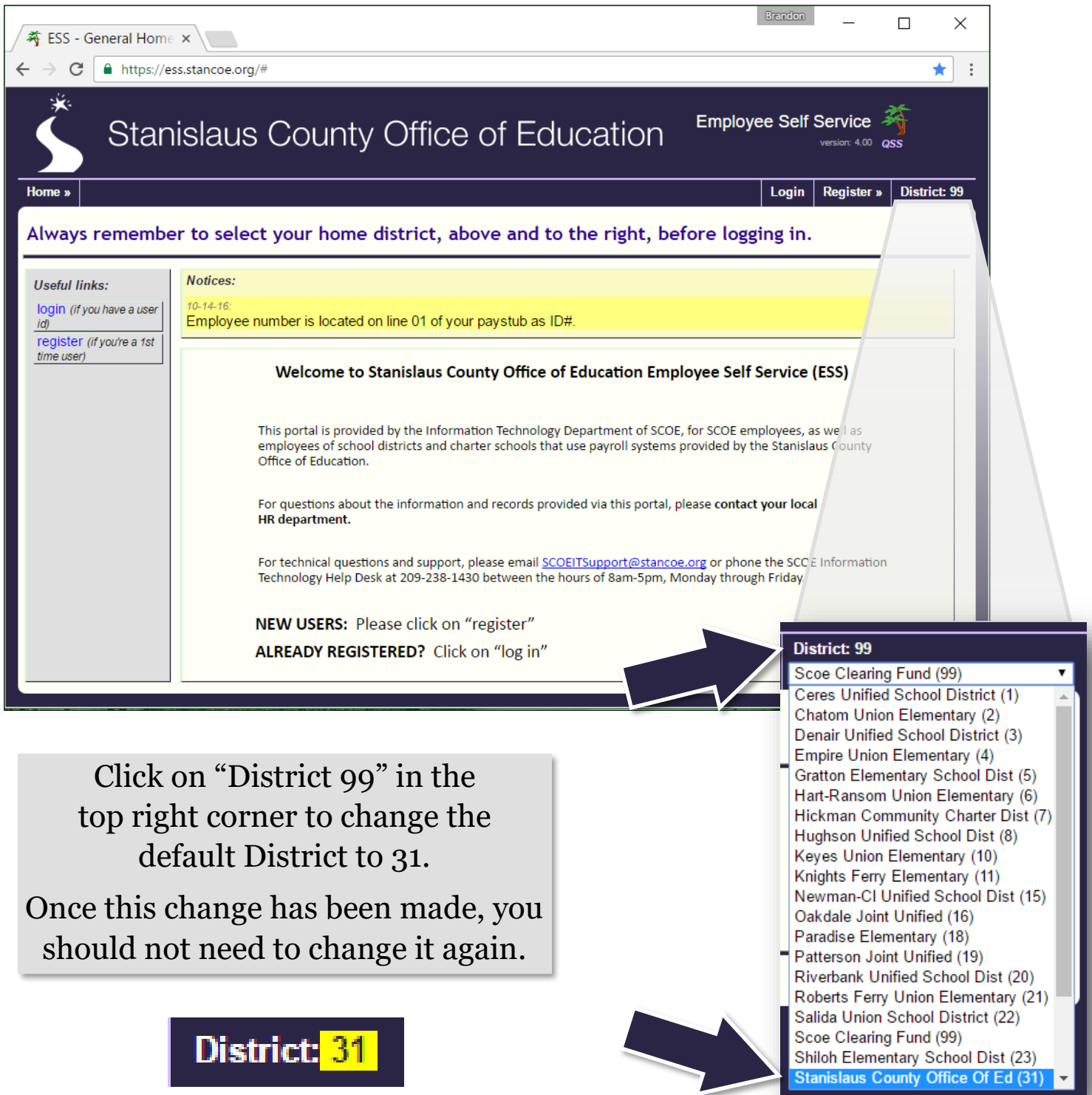


Registering for ESS

Employee Self Service

Direct your browser of choice to ess.stancoe.org or click the photo below.



The screenshot shows the ESS website interface. At the top right, there are buttons for 'Login', 'Register', and 'District: 99'. A callout box highlights the 'District: 99' dropdown menu, which lists various school districts and the 'Stanislaus County Office Of Ed (31)' option. A blue arrow points from the 'District: 99' button in the main interface to the callout. Another blue arrow points from the 'Stanislaus County Office Of Ed (31)' option in the callout to a separate box below.

District: 99

- Scoe Clearing Fund (99)
- Ceres Unified School District (1)
- Chatom Union Elementary (2)
- Denair Unified School District (3)
- Empire Union Elementary (4)
- Gratton Elementary School Dist (5)
- Hart-Ransom Union Elementary (6)
- Hickman Community Charter Dist (7)
- Hughson Unified School Dist (8)
- Keyes Union Elementary (10)
- Knights Ferry Elementary (11)
- Newman-CI Unified School Dist (15)
- Oakdale Joint Unified (16)
- Paradise Elementary (18)
- Patterson Joint Unified (19)
- Riverbank Unified School Dist (20)
- Roberts Ferry Union Elementary (21)
- Salida Union School District (22)
- Scoe Clearing Fund (99)
- Shiloh Elementary School Dist (23)
- Stanislaus County Office Of Ed (31)**

Click on "District 99" in the top right corner to change the default District to 31.

Once this change has been made, you should not need to change it again.

District: 31

After changing your district, click on the “Register” link to begin the registration process.

Stanislaus County Office of Education Employee Self Service

Home » Login Register » District: 31

Default district number changed to 31.

Always remember to select your home district, above and to the right, before logging in.

Useful links:
[login](#) (if you have a user id)
[register](#) (if you're a 1st time user)

Notices:
10-17-16:
Employee Number is located on line 01 of your paystub as ID# or on your Employee ID badge.

Welcome to Stanislaus County Office of Education Employee Self Service (ESS)

This portal is provided by the Information Technology Department of SCOE, for SCOE employees, as well as employees of school districts and charter schools that use payroll systems provided by the Stanislaus County Office of Education.

For questions about the information and records provided via this portal, please use the HR email contacts below:

Personnel Info: scampbell@stancoe.org
Degrees: scampbell@stancoe.org
Credentials: slazar@stancoe.org or tussery@stancoe.org
Pay History: iramirez@stancoe.org
Leave Info: aabshier@stancoe.org or selia@stancoe.org

For technical questions and support, please email SCOEITSupport@stancoe.org or phone the SCOE Information Technology Help Desk at 209-238-1430 between the hours of 8am-5pm, Monday through Friday.

NEW USERS: Please click on “register”
ALREADY REGISTERED? Click on “log in”

Useful links:

[login](#) (if you have a user id)

[register](#) (if you're a 1st time user)

Click on the “Register” link on the top left-hand side of the page before attempting to login.

Enter your work email and then click on the “Start registration” button.

The screenshot shows the 'Staff Pre-registration Form' page. At the top, there is a navigation bar with 'Home »', 'Login', 'Register »', and 'District: 31'. The main heading is 'Staff Pre-registration Form'. Below the heading, there is a text box with the instruction: 'Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.' A note below this says '* indicates required fields'. The 'Work email:' field contains 'bschut@stancoe.org' and has a large black arrow pointing to it from the right. Below the field are two buttons: 'Start registration' and 'Cancel'. A 'Notes:' section follows, with a large black arrow pointing to it from the left. The notes include instructions for logging in as a Staff user and for District employees. At the bottom, there are sections for 'Useful links:' and 'Notices:'.

After clicking “Start registration” you be returned to the Home screen with a **GREEN** message listed at the top. You will receive an email shortly after this page loads.

The screenshot shows the 'Home' screen of the Employee Self Service system. The navigation bar at the top includes 'Home »', 'Login', 'Register »', and 'Dist'. A green message is displayed at the top: 'Email with directions on completing registration sent to: bschut@stancoe.org', with a large black arrow pointing to it from the right. Below the message, there is a purple instruction: 'Always remember to select your home district, above and to the right, before logging in.' At the bottom, there are sections for 'Useful links:' and 'Notices:'.

You will receive an email from hrsweb_admin@qss.com. Click on the link in the email to complete your registration.



Tue 10/18/2016 11:43 AM

hrsweb_admin@qss.com

Confirmation for new ESS user

To Schut, Brandon

Action Items

You requested to register with ESS on Tue, Oct 18, 2016 at 11:42am.

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.stancoe.org/users/new?complete_reg=Y&email=bschut%40stancoe.org

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


Thank You



Clicking the link from the email will take you to the Registration page.



Stanislaus County Office of Education

Employee Self Service  version: 4.00

Home » Login Register » District: **31**

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: *

Birth date: *

Choose a login name and password:

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

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

[Cancel](#)

Home »

Staff Registration Form

The final step of ESS registration is to complete the form below.

* indicates required fields

District: * --select a district--

Last 4-digits of SSN: * --select a district--

Employee number: *

Choose a login name and password:

Login name: *

Password: *

Confirm password: *

Notes:

- If you have previously logged in, you will be prompted to re-enter your login name and password.
- District employees should use their district's login name and password.

If your district has notified you to use Windows desktop (Active Directory) login, see the Windows desktop login instructions.



Select District 31 from the dropdown menu.

Enter the first part of your SCOE email; the same thing you would enter to login to a SCOE computer.



Do not include the @ symbol or anything after your User ID.

Home »

Staff Registration Form

The final step of ESS registration is to complete the form below.

* indicates required fields

District: * Stanislaus County Office Of Ed (31) ▾

Domain user: * bschut| Doma

Last 4-digits of SSN: *

Employee number: *

Choose a login name and password:

Login name: * bschut (3 - 30)

Password: * (8 - 40)

Confirm password: *

[Cancel](#)

Enter your SCOE password in the “Domain password” field.

Notice that these fields will automatically populate the “Login name” and “Password” fields at the bottom of the form.

Your ESS login information will always match your SCOE login information.

Staff Registration Form

The final step of ESS registration is to complete the form below.

* indicates required fields

District: * Stanislaus County Office Of Ed (31) ▼

Domain user: * bschut

Domain password: *

Last 4-digits of SSN: * []

Employee number: * []

Birth date: * January ▼ 1 ▼ 1970 ▼

Choose a login name and password:

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

Password: * (8 - 40 characters) [help](#) →

Confirm password: *



Enter the three remaining fields (Last 4-digits of SSN, Birth date, and Employee number) and then click “Complete registration.”

Staff Registration Form

The final step of ESS registration is to complete the form below.

* indicates required fields

District: * Stanislaus County Office Of Ed (31) ▼

Domain user: * bschut

Domain password: *

Last 4-digits of SSN: * 1111

Employee number: * 1111

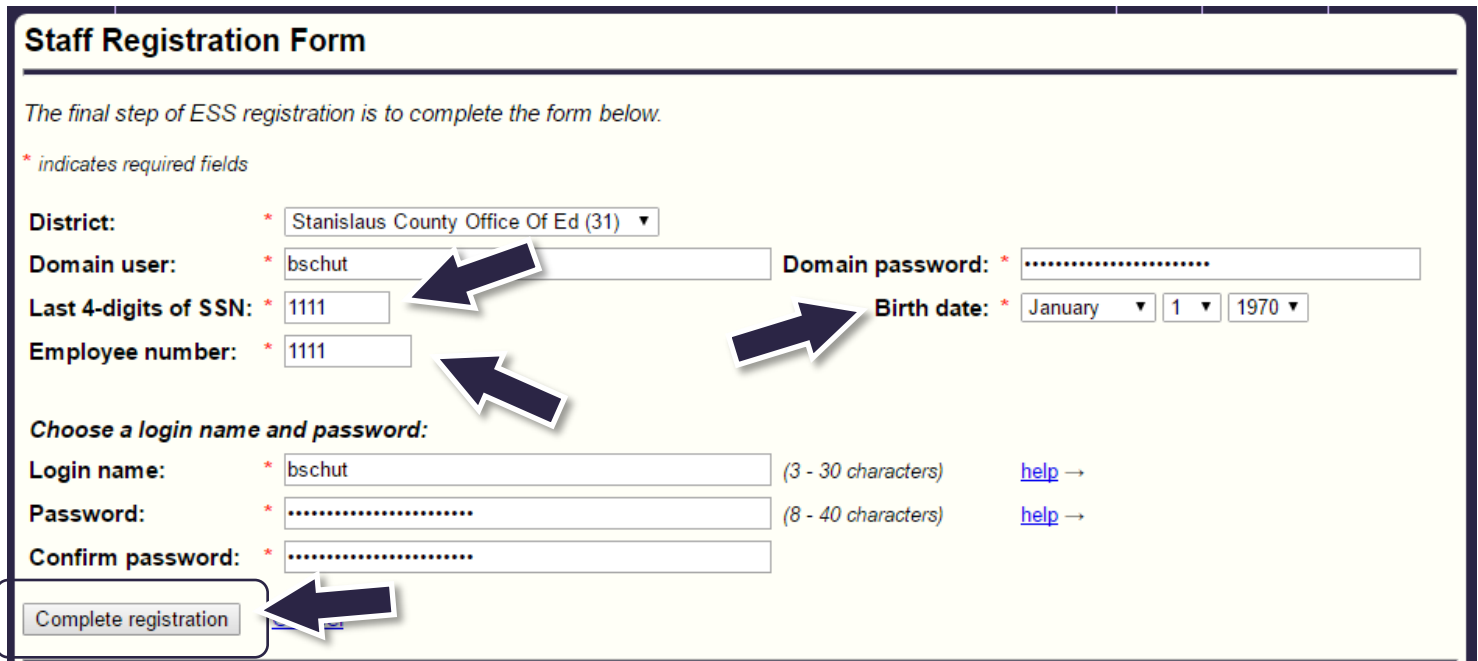
Birth date: * January ▼ 1 ▼ 1970 ▼

Choose a login name and password:

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

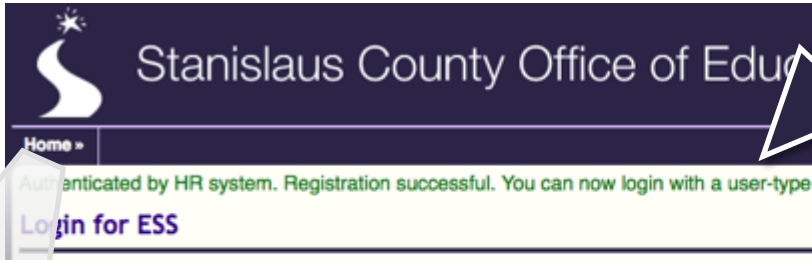
Password: * (8 - 40 characters) [help](#) →

Confirm password: *



TIP: Your Employee Number is located on your SCOE badge.

Upon successful registration, you will be sent to the Login page and a message will be listed at the top of the page in GREEN.



Stanislaus County Office of Education

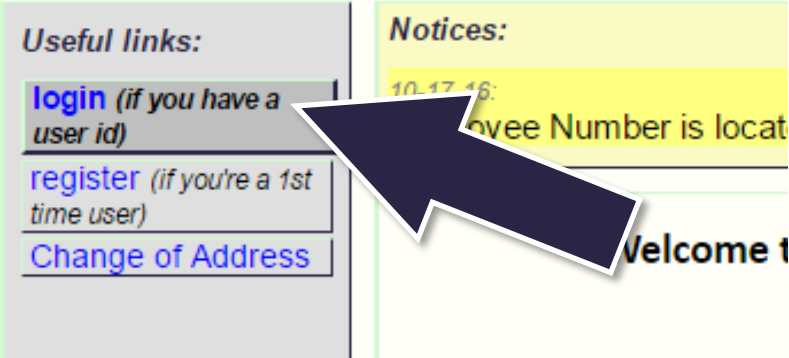
Home »

Authenticated by HR system. Registration successful. You can now login with a user-type

Login for ESS

Home »

Then click on the "Home" button to access the appropriate login area.



Useful links:

- login (if you have a user id)
- register (if you're a 1st time user)
- Change of Address

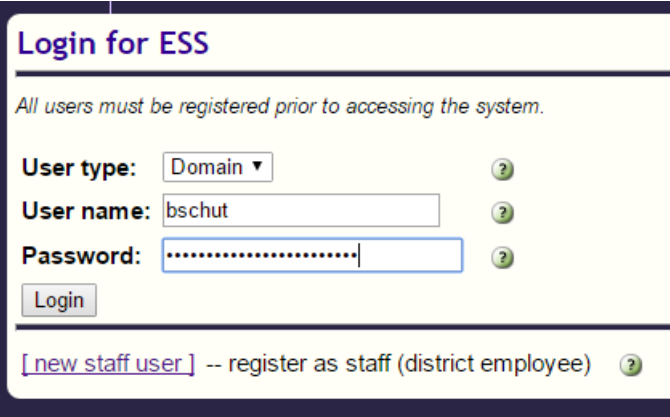
Notices:

10-17-16: Employee Number is located

Welcome to

Make sure District 31 is shown in the top right corner and then click on the "Login" button on the left side of the screen.

With the Domain "User type" selected, enter your SCOE User ID and Password to access ESS.



Login for ESS

All users must be registered prior to accessing the system.

User type: Domain

User name: bschut

Password:

Login

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

Technical Questions and Support with Registration?
Contact the SCOE IT Department at SCOEITSupport@stancoe.org
or call the IT Help Desk at 209-238-1430.