



The Employee Self Service gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two historical years. W2 information is available for five calendar years.

The Employee Self Service is a secure web site which requires authentication during the initial registration process as well as a user name and password every time the site is accessed.

An enhancement has been made to provide the user with a method of resetting their password by clicking on the 'Forgot your password link' on the login page. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint (optional). The user can then use their new password to log into ESS. Security questions must be setup during registration or in the Preferences page prior to utilizing this feature.



California Educational Computer Consortium Joint Powers Authority

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AN MATEO Home Main Menu More News Earnings Benefits Taxes June 09 2017 Leave Balances May 31, 2017 Preferences Anril 28, 2017 Change Password User Guide March 31, 2017 Logout February 28, 2017 • 2016 W-2

Instructional Video

- Employee Self Service Registration Instructional Video English
- Employee Self Service Registration Instructional Video Spanish

Internal: https://essreg.smcoe.org External: https://ess.smcoe.org Each paystub is listed by the issue date; the W2 information is listed by the "year". Click one of the records to open either a paystub or W2.

For assistance with your account or registration, contact your Payroll administrator.



ACCESSING THE EMPLOYEE SELF SERVICE

To access the Employee Self Service, enter the following URL in the web address of the Internet Browser:

Internal: https://essreg.smcoe.org External: https://ess.smcoe.org

http://essreq.smcoe.org/login.aspx

REGISTRATION PROCESS

"First time" users must go through the registration process. Start by selecting the "District" you work in and click on [Register].

Complete the Registration form and select [Continue].

Note: All fields must pass the authentication process to continue. "Net Pay" was selected as the optimum security question for your protection against identity theft.

f you don't have a password, enter your D	District, then click Register to be	gin the registration process
District:		
Inyo County Schools	•	

Register

Register (Step 1 of 6)		
To verify your identity, please ente	r the following informa	ation about yourself, then click Continue.
First Name:	John	(Must match what is currently displayed on Warrant or EFT Stub)
Last Name:	Smith	(Must match what is displayed on Warrant or EFT Stub)
Social Security Number:	111223333	(Example: 123456789 (no hyphens))
Net Pay:	3,500.00	(From your most recent earnings statement)
Continue		

Proceed with the registration process by entering an email address as your signature on the "Terms of Use " page.

	Signature:	
l	I have read, understand, and agree to abide by the Te	erms of Use.
	Enter your email address to indicate your consent:	
	Enter your email address to confirm:	
	Continue	

Once the email address has been entered you will receive a confirmation email. You must proceed to the previously defined email account for the activation link.

When you click on the activation link, you will be taken to the "Register" page where you will create your login name, password, password hint, and set up security questions.

Register (Step 5 of 7)	
Please choose a Login Name an	d Password, then click Continue.
Password Policy: • Password must be at least 4 (• Password cannot be the first, • Password must contain at leas • Password will expire in 180 da • Password must not have been	characters long last or login name or the word 'password' st 1 letter ays n used in the last 400 days
Login Name:	jdoe
Password:	
Retype Password:	
Password Hint:	
Continue	

Register (Step 7 of 7)	
Security Que	estions:	
Please select used to verify	security questions and provide answers for them. These your identity in case of a forgotten password.	questions will be
Question 1:	Select a Question	•
Answer 1:		
Question 2:	Select a Question	·
Answer 2:		
Question 3:	Select a Question	
Answer 3:		
Continue]	

Register (Finalizing)

Thank you. You have reached the end of the registration process



Thu 6/8/2017 8:03 AM

SE

SMCOE Employee Self Service <DoNotReply@smcoe.org> Account Activation Instructions o John Doe

This is an automated message acknowledging your successful registration into the Employee Self Service Site. This is the only notification you will receive. You have not been added to any email lists

We will not be able to respond to any emails sent in reply to this email as the message was automatically generated. For assistance with your account or registration, contact your Payroll administrator

To finalize the registration process, click on the link below. If you are unable to click on the link, copy & paste it into your browser's address box. This will activate your Empl Site account and will open a web browser window for you to begin the login process

https://essreg.smcoe.org/activate.aspx?UserID=74964&IMAC=Z6tnHX5rjvG%2b5jbZrGfsXoA3YBo%3d&h=5IeGDsS58QamxPPZ7Z%2f5DP213Kk%3d

LOGIN PROCESS

Once you have registered, you will access the site using the same URL and select "District" and enter Login Name and Password and click on [Login].

If you don't have a password, enter your District, then o	click Regist
District:	
Burlingame Elementary S. D.	~
Register	

The Home Page displays the Menu items available for selection. Note: "Benefits" is a future option.

Llama	
Home	More News
Earnings	
Benefits	Recent Earning Statements
Taxes	North 00, 0012
Leave Balances	 March 29, 2013
Preferences	 February 28, 2013
Change Password	 January 31, 2013
User Guide	 December 28, 2012
Logout	 November 30, 2012