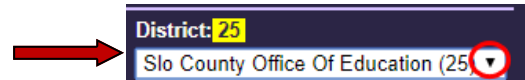


Employee Self Service Portal Registration

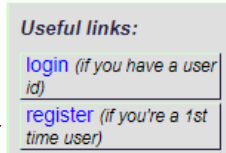
1. Direct your browser to, ess.slocoe.org . In the upper right, click the district field, and with the drop down arrow, **choose your district**.



2. **New Staff users** (current employees), please have your employee number (Emp No) located on the upper portion of your pay stub, social security number and complete steps 1-6. QCC users go to step 7.

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION						No. 91494655		
Employee	YOUR NAME HERE		Emp No	000000	STATUTORY DEDUCTIONS	CURRENT	YTD	
SITE	PERIOD END	PAY DATE	EXEMPTIONS	FEDERAL: S 0	STATE: M 0	FEDERAL TAX	576.52	582.52
0029	01/31/2020	01/31/2020	FEDERAL: S 0	STATE: M 0	QASDI	STATE TAX	79.55	79.55
						-----	---	---

3. Click the register button



4. On the Staff Registration Form, **verify your district is displayed in the District field**, if not, use the drop down arrow to make your selection

A screenshot of the 'Staff Registration Form'. The 'District' dropdown menu is highlighted with a red box and a red arrow. Below it are fields for 'Last 4-digits of SSN', 'Employee number', 'Email addresses' (Work and Home), 'Login name', 'Password', 'Confirm password', 'Challenge question', and 'Your answer'. A 'Register' button is highlighted with a red box and a red arrow.

5. Fill in all fields and click Register

6. At the Login for ESS, verify your User type is Staff, enter your new user name, password and click Login

7. **QCC users**, do not go through the registration process, just click the Login button (step 3)

A screenshot of the 'Login for ESS' form. The 'User type' dropdown menu is highlighted with a red box and a red arrow. The dropdown shows 'QCC' selected, with 'Staff' also visible. Below are fields for 'User name', 'Password', and a 'Login' button.

8. At the Login for ESS, set the User type to QCC. Enter the user name and password associated with your QCC login and click the Login button

9. Questions?

- Debra Leopard, dleopard@slocoe.org
- Kim Burke, kburke@slocoe.org

District #	District Name
02	Cayucos Elementary School District
03	Almond Acres Charter Academy
06	San Miguel Joint Union School
07	Pleasant Valley Joint Union
12	Paso Robles Joint Unified
14	Coast Unified School District
15	Atascadero Unified School District
16	Lucia Mar Unified School District
17	San Luis Coastal Unifed
18	Shandon Unified
19	Templeton Unified School District
24	Bellevue-Santa Fe Charter
25	San Luis Obispo County Office of Education
30	Grizzly Challenge Charter School
68	School Insurance Program