

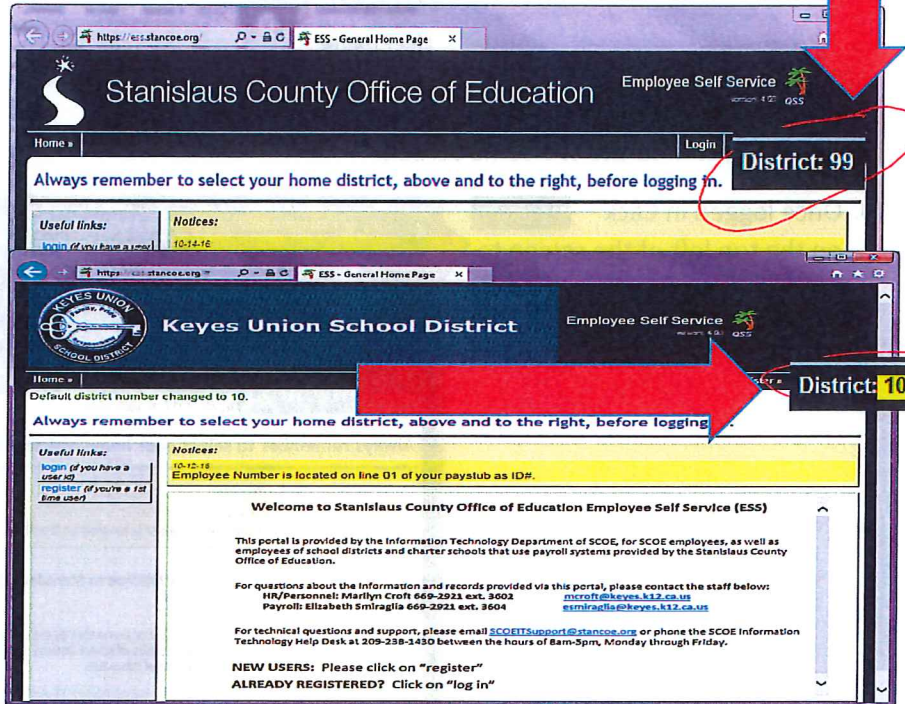
Great News! SCOE is now offering access to Employee Self Service (ESS) to all employees.

ESS provides employees with access to their own personnel and payroll information.

Please Read All Instructions before you access the website.

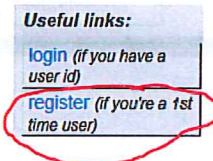
Once accessing the Website The most important thing to remember is to **change** the District to **KEYES** BEFORE Registering.

This will default back to District 99 so you will need to make sure you are always on **District 10** any time you access ESS or you will receive error messages.



1. Please go to the following website to <https://ess.stancoe.org> In the upper right corner select District :99 and **change** it to Keyes Union Elementary (10) (See pictures above)

2. On the left under "Useful links" Click on Register



3. Enter your work email address

Work email: *

4. Click on

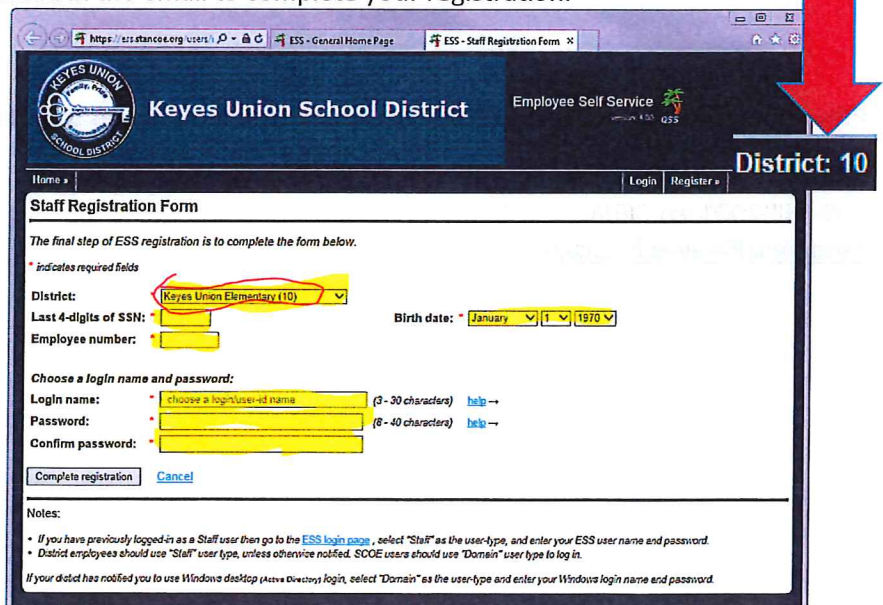
You will then receive an email confirmation to your work email with a link to complete registration.

5. Go to your work email and Click the link provided in the email to complete your registration.

6. Complete the form by entering District: Keyes Union Elementary, the last four digits of your Social Security Number, Your birthdate, Your employee number (*Your employee number is located on line 1 of your paystub as ID#*)

Username: Enter the first part of your Keyes email. This is your first initial and last name.

Choose your Password



7. Click

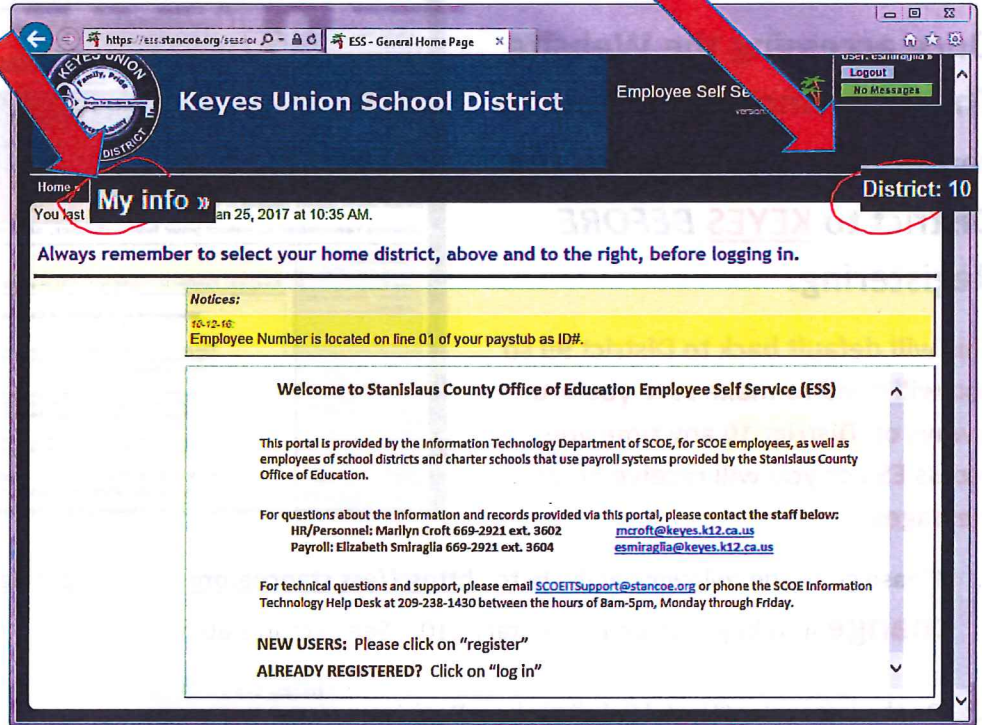
On the right top of the webpage make sure it is showing **District: 10**

8. Enter your to log in to ESS.

User type: **Staff** ▼
User name:
Password:

9. You will return to the Welcome Screen

10. Once logged in Click **My info »** on the top left of the screen to access your information.



The following Tabs will appear



You can click on each tab to review your Personal information, Pay History, W2s, Credentials and any Name Changes. The Leave tab has not been activated at this time.

Please feel free to contact me if you have any questions or issues accessing the website.

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