URGENT!
Employee Self Service (ESS)

Employee Self Service (ESS) is now available to employees of SCBCE. Effective immediately, you will have access to some of begin to

To access this site, you will need to login using your work computer or a computer lab computer using the following address exactly as shown below:

PLEASE REFERENCE THE GREEN ESS SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.

Following a successful initial login, you will be prompted to reset your password.

Mr. Skywalker successfully logged in and now resetting his password. You may also set a hint in the editable field.

PLEASE REFERENCE THE GREEN ESS SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.
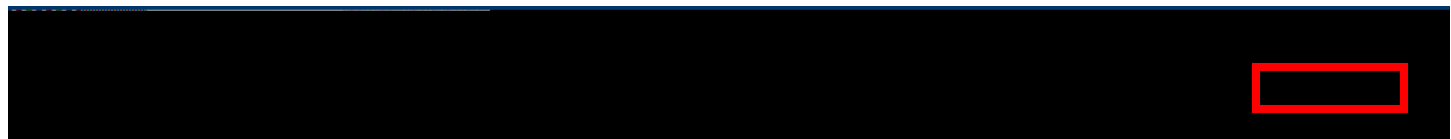
Once you have successfully changed your password you will see:

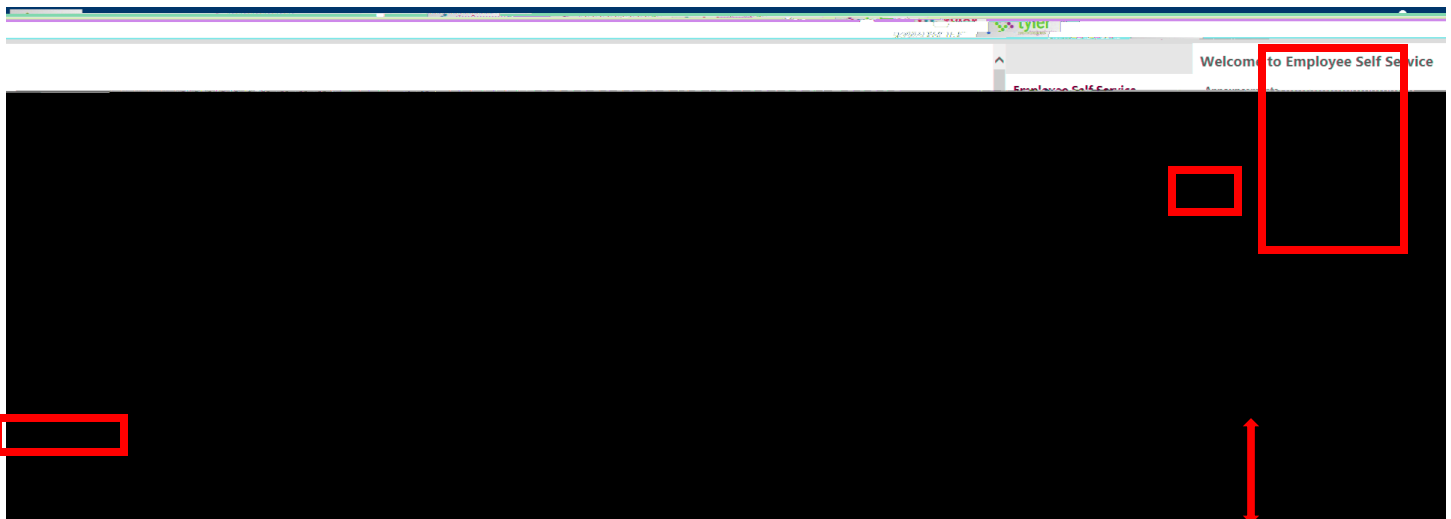Click on "Continue" and your ESS Homepage will open.

Login
Your password has been successfully changed.
Continue

On the right you will see "Employee Self Service", please click once on the words for your ESS Dashboard to appear. You are welcome to explore all areas of ESS. Additional areas are accessible on the right hand side of the screen, some screens have sliding bars (as seen below) that you can use to scroll to additional information on the page, or blue hyperlink words.

Here's a close up of one example of the blue hyperlink words.

Time off

	Currently Available	Earned
AL	19.00	19.00
PL	2.00	2.00

Be sure to log out each time you use the system.

If you would like to change your password in the future, just login and click on the icon.

If you need any assistance logging in, first try to login following all the directions as stated. If you are still unsuccessful, please call the IT Help Desk at extension 7770 (415) 451-6513.