

## Registration Instructions

1. **Go to Employee Self Service link:**

<https://ess.kern.org/78>

2. **Click on Register:**

**Useful links:**

<a href="#">login</a> (if you have a user id)
<a href="#">register</a> (if you're a 1st time user)
<a href="#">Taft College</a>

3. **Enter work email:**

**Staff Pre-registration Form**

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Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.

*\* indicates required fields*

**Work email: \***

*Please enter your work email address. Do not use your personal email.*

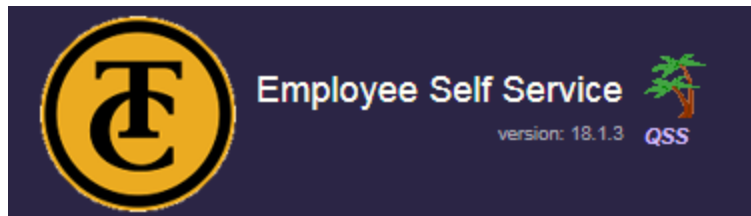
[Cancel](#)

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Notes:

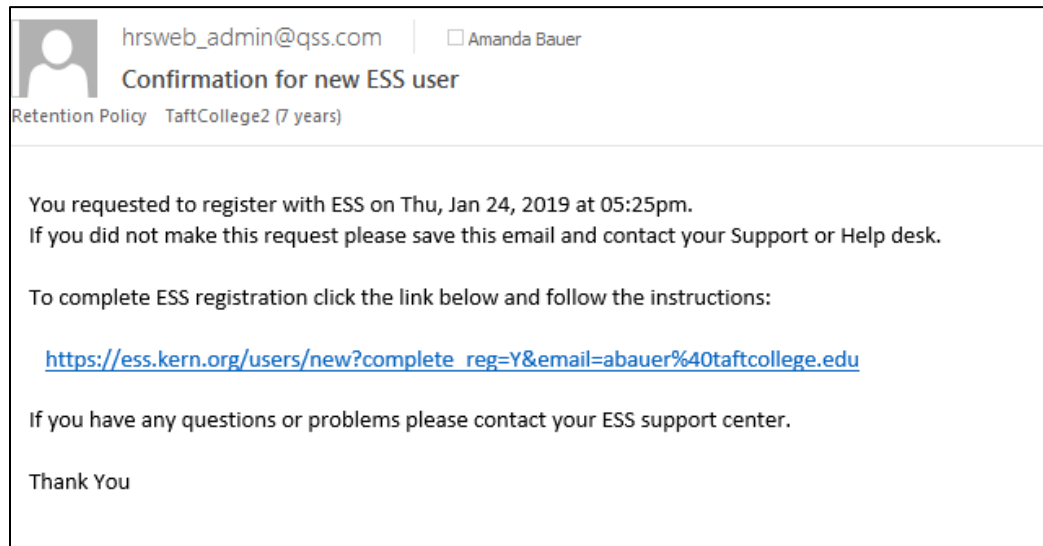
4. **Email instructions will be sent to you:**

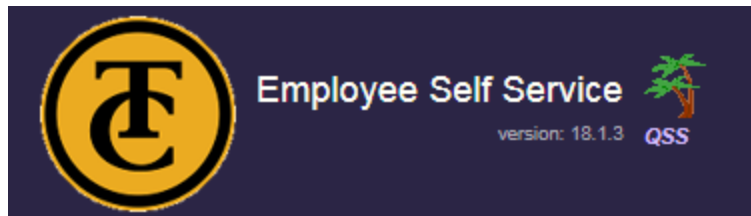
Email with directions on completing registration sent to: [abauer@taftcollege.edu](mailto:abauer@taftcollege.edu)



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**5. Click on the link in your email:**





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### 6. Complete the registration form:

Make sure District 78 is selected in the top right hand corner:

Admin »	District: 78
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### 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:	*	<input type="text"/>	Birth date: * <input type="text"/> January <input type="text"/> 1 <input type="text"/> 1970
Employee number:	*	<input type="text"/>	Work email: * <input type="text"/> abauer@taftcollege.edu

Choose a login name and password:

Login name:	*	<input type="text"/> choose a login/user-id name	(3 - 30 characters)	<a href="#">help</a> →
Password:	*	<input type="text"/>	(8 - 40 characters)	<a href="#">help</a> →
Confirm password:	*	<input type="text"/>		

There are no password challenge questions configured. Please contact your support person.

[Cancel](#)

**\*NOTE: You will need to use your payroll Employee ID to register. This ID can be located on your paystub next to your name:**

Employee Name	Emp Reference Num
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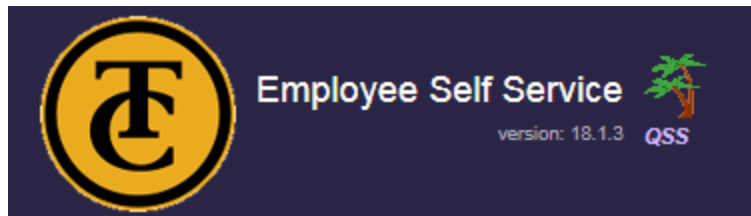
### 7. Confirmation should appear indicating that your registration was successful.

Authenticated by HR system. Registration successful. You can now login with a user-type of "Staff" and the user name

### Login for ESS

All users must be registered prior to accessing the system.

User type:	<input type="text"/> Staff	<a href="#">?</a>
User name:	<input type="text"/>	<a href="#">?</a> <a href="#">Forgot user name?</a>
Password:	<input type="text"/>	<a href="#">?</a> <a href="#">Forgot password?</a>
<input type="button" value="Login"/>		



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### 8. Your first log on will require you to choose a challenge question.

#### Choose a New Password Challenge Question

You arrived at this page while logging-in either because you never chose a password challenge question, or the question you selected has been deleted. In either case, you must now choose a password challenge question from the list below.

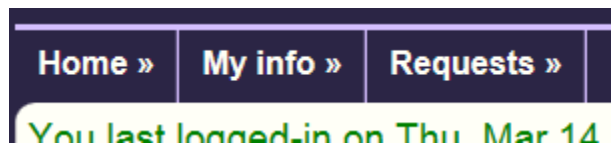
A password challenge question and your answer are used if you forget your ESS password. Rather than calling someone and waiting for a new password, you provide the correct answer to your selected password challenge question, and then you are automatically sent a new (temporary) password via email.

It is important that you chose a question that will be difficult for someone who knows you to answer. Otherwise, someone may be able to gain access to your data, or alter data while masquerading as you.

Challenge question: \* What is your favorite book?

Your answer: \*

### 9. Once logged in, use the navigation bar to view your personal payroll data:



If you have any questions or concerns, please contact us:

#### Human Resources:

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QCC or ESS account issues or security:

[BASS Support](#)