Employee Self Service
version: 18.1.3 QSS

Registration Instructions

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

   https://ess.kern.org/78

2. **Click on Register:**

   Useful links:

   login (if you have a user id)

   register (if you're a 1st time user)

   Taft College

3. **Enter work email:**

   ## Staff Pre-registration Form

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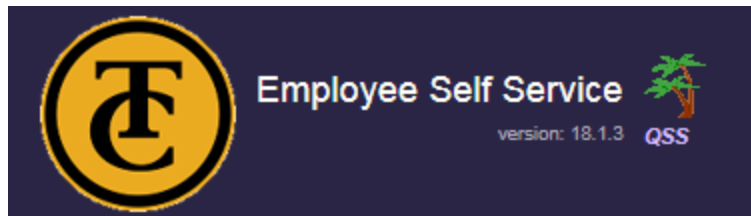
   * indicates required fields

   Work email: * [   ]

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

   [Start registration]   Cancel

   Notes:

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

   Email with directions on completing registration sent to: abauer@taftcollege.edu

Registration Instructions

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

hrsweb_admin@qss.com ☐ Amanda Bauer
Confirmation for new ESS user
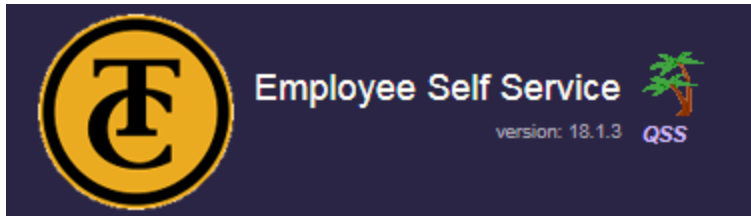
Retention Policy TaftCollege2 (7 years)

You requested to register with ESS on Thu, Jan 24, 2019 at 05:25pm.
If you did not make this request please save this email and contact your Support or Help desk.

To complete ESS registration click the link below and follow the instructions:

https://ess.kern.org/users/new?complete_reg=Y&email=abauer%40taftcollege.edu

If you have any questions or problems please contact your ESS support center.

Thank You

Registration Instructions

6. Complete the registration form:

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

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: * [____]	**Birth date:** * January ▼ 1 ▼ 1970 ▼
Employee number: * [____]	**Work email:** * abauer@taftcollege.edu

Choose a login name and password:

Login name: * choose a login/user-id name	(3 - 30 characters)	help →
Password: *	(8 - 40 characters)	help →
Confirm password: *		

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

[Complete registration]   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:

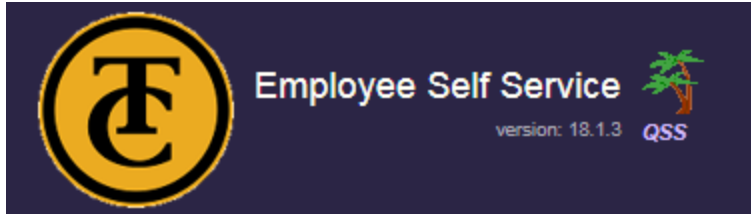| Employee Name	Emp Reference Num

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:	Staff ▼	?	
User name:	[____]	?	Forgot user name?
Password:	[____]	?	Forgot password?
[Login]			

Registration Instructions

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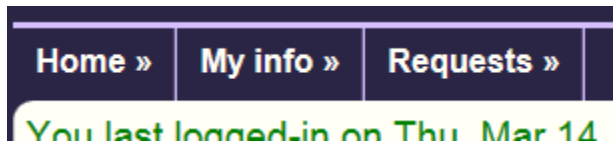
A password challenge question and your answer are used if you forget your ESS password. Rather than calling someone and waiting for a new password, you provide the correct answer to your selected password challenge question, and then you are automatically sent a new (temporary) password via email.

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: * [   ]

[Submit]

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

Home »	My info »	Requests »

You last logged-in on Thu, Mar 14

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

Personnel Information:

Human Resources Department

661-763-7805

Payroll Information:

Leovi Valencia   Amanda Bauer

Payroll Technician   Executive Director Fiscal Services

LValencia@taftcollege.edu   ABauer@taftcollege.edu

661-763-7867   661-763-7853

Leave Balances and Activity:

Leovi Valencia

Payroll Technician

LValencia@taftcollege.edu

661-763-7867

QCC or ESS account issues or security:

bass@kern.org