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

4. Email instructions will be sent to you:
   - Email with directions on completing registration sent to: abauer@taftcollege.edu
5. **Click on the link in your email:**

![Email Confirmation](image)

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](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](image)

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Emp Reference Num</th>
</tr>
</thead>
</table>

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: |  |  
| **User type:** | **Staff**  |
| **User name:** |  |
| **Password:** |  |

Login for ESS

All users must be registered prior to accessing the system.

| User type: | **Staff**  |
| User name: |  |
| Password: |  |

Forgot user name?  
Forgot password?
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's 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.

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:
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QCC or ESS account issues or security:
boss@kern.org