

# SHORELINE UNIFIED SCHOOL DISTRICT EMPLOYEE SELF-SERVICE PORTAL INSTRUCTIONS

The Shoreline district has implemented an online employee portal. This web based portal will enable all employees to pull their employee information directly from a secured website.

Available on the web site:

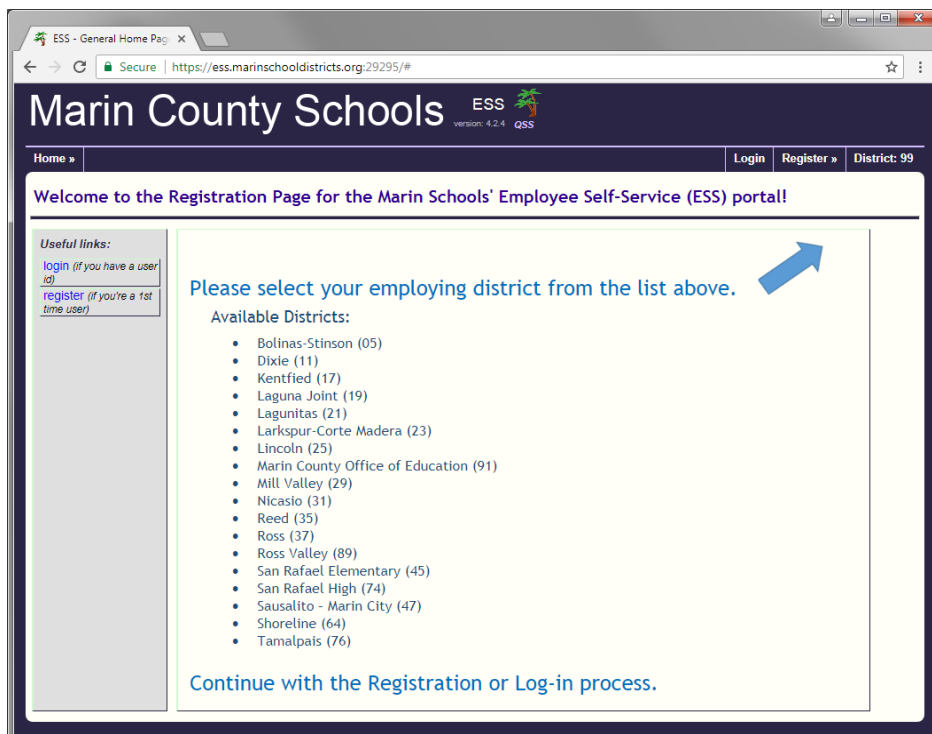
- Personnel Information
  - Address, Phone Number, Hire Date
  - Position(s) and Salary Schedule Placement
  - Credentials on file, including expiration date
  - Degrees on file
  - Name Change History
- Your Leave Balances and Activity
- Your Payroll Information
  - PDF Pay Stubs
  - PDF W2 Forms (2011 to present)

To use the portal each employee will need self-register on the site.

You can find a link on the district website EMPLOYEE PORTAL under Resources/Staff Resources

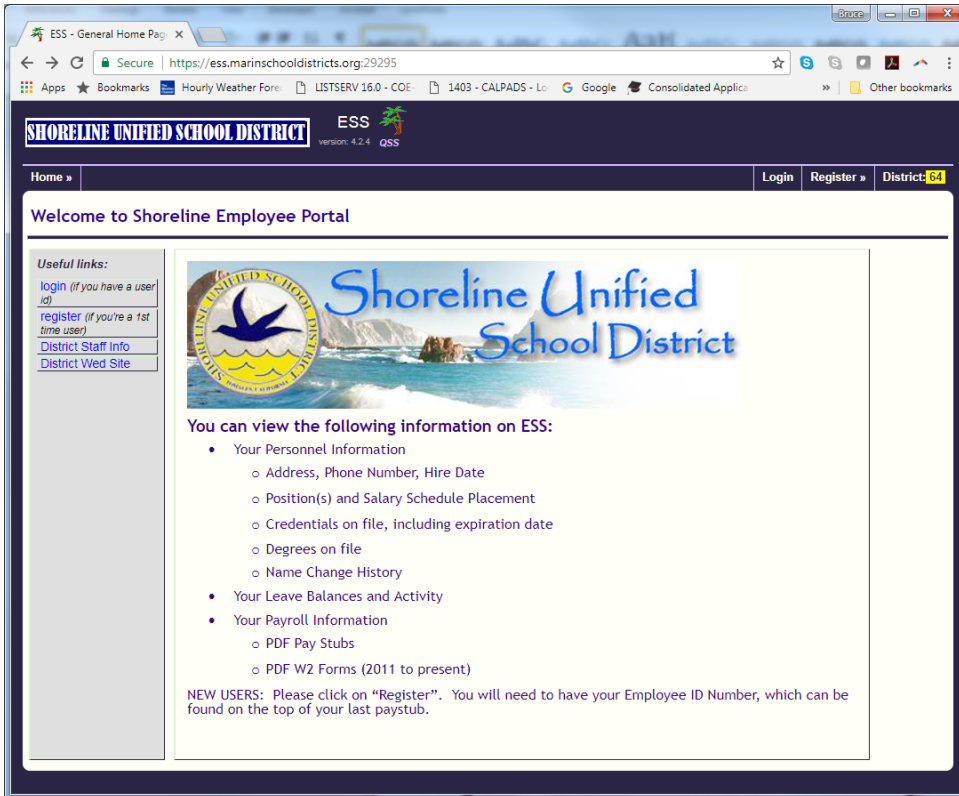
Or, you can use the following link: <https://ess.marinschooldistricts.org:29295>

When you first log on you will be asked to select the SHORELINE district from the pull down menu labeled DISTRICT in the upper right corner.



After you have selected Shoreline District you will see the Shoreline Welcome screen.

Note: After your first log in you will always go to the Shoreline Welcome screen.



In the upper left corner under Useful Links (grey area), below the logon button is the register button. Click on the register button. It can also be found in the upper right area.

In the registration screen you will need to provide the required information and select a Login name and password. If you don't know your employee number it can be found on your paystub from any month in 2016-17. If you do not have one handy please call either Paola or Bruce and we will be happy to look it up for you.

ESS - Staff Registration Form

Home » Login Register » District: 64  
Shoreline Unified School Dist. (64)

### Staff Registration Form

\* indicates required fields

District: \* --select a district--

Last 4-digits of SSN: \*

Employee number: \*

Birth date: \* January 1 1970

Work email: \*

Choose a login name and password:

Login name: \* choose a login/user-id name (5 - 30 characters) [help](#) →

Password: \*  (8 - 40 characters) [help](#) →

Confirm password: \*

Challenge question: \* City where you were Born

Your answer: \*

Register Cancel

Notes:

- If you have previously logged-in as a Staff user then go to the [ESS login page](#), select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#), select "QCC" as the user-type, and enter your QCC user name and QCC password.
- If your district has enabled Windows desktop (Active Directory) login, select "Domain" as the user-type and enter your Windows login name and password.

After you create your Login id you will return to the Welcome Page.


ESS - General Home Page

Home » Login Register » District: 64

### Welcome to Shoreline Employee Portal

Useful links:

- [login \(if you have a user id\)](#)
- [register \(if you're a 1st time user\)](#)
- [District Staff Info](#)
- [District Web Site](#)

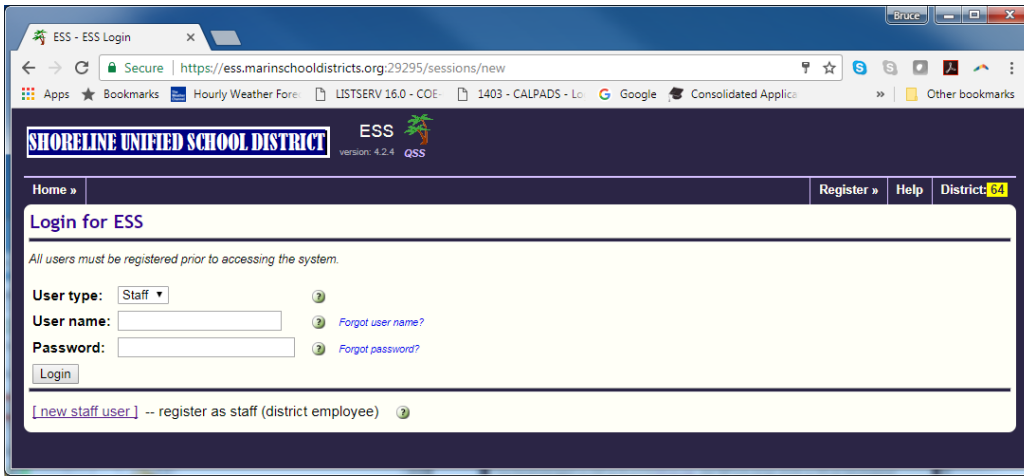


You can view the following information on ESS:

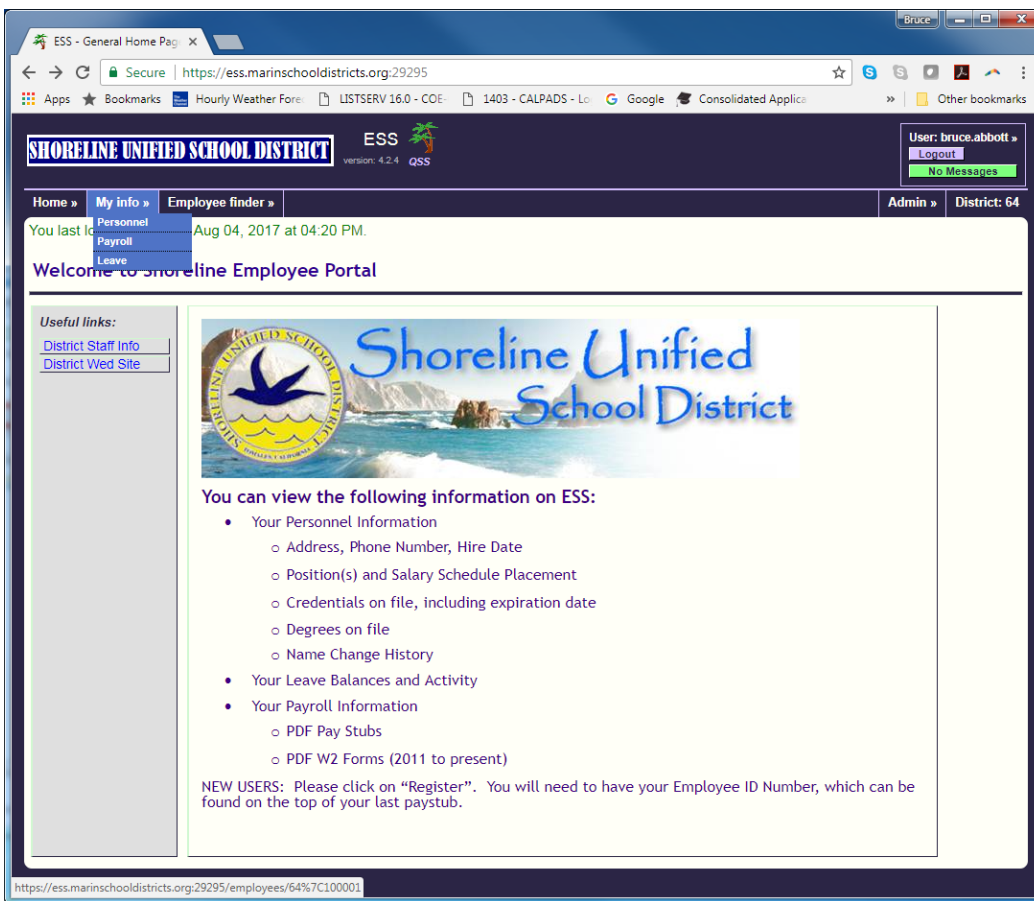
- Your Personnel Information
  - Address, Phone Number, Hire Date
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NEW USERS: Please click on "Register". You will need to have your Employee ID Number, which can be found on the top of your last paystub.

Now select Login in the Useful links Area. It can also be found in the upper right area.



When you are logged in you will see the Welcome screen again but now there is a My info in the upper left that has your information. The useful links now has links to the district website if needed.



That's it. If you have question or see any information that is incorrect or needs updated please contact us at the district office. Also each screen under My Info has a help video. The video can be found in the upper ring under help. .