

Below are step-by-step instructions to help you log in for the first time or reset your password if needed:

How to Log In to ESS:

1. Open your web browser and go to: <https://selfservice.scoe.net>
 2. Click the **Registration** button on the left-hand side.
 3. **Ensure the district number in the top right corner is 84 (District: 84) for Galt Joint Union Elementary School District.**
 4. Enter the requested information.
 - You'll need your **Employee ID Number**, which can be found on a recent pay stub.
 - If you need your employee ID#, email **Payroll at payroll@galt.k12.ca.us**. Please allow 1–2 business days for a response.
 5. For your **username**, use your **first initial + last name** (e.g., jsmith).
 6. Once logged in, click on **"My Info"**, then **"Payroll"**, and click **"Yes"** next to the pay date for the pay stub you want to view. Or click on **"Leave"** for your leave balances.
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Need Help?

- For help finding your Employee ID:



payroll@galt.k12.ca.us

- For help resetting your ESS password:



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