

On a computer with internet access, bring up the District site at <http://www.cobbk12.org/>

In the upper menu bar, **Mouse Over Employees** and then **Click on Employee Self-Serve**



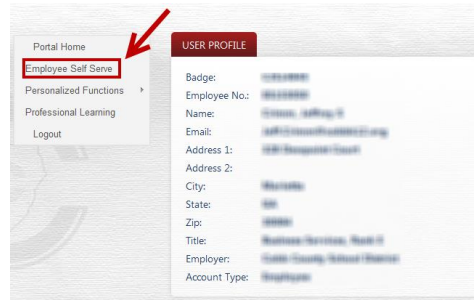
Mouse Over Portal Login in the upper right hand menu

Enter your User Name and Password that you use for CCSD email and **click on the Log In** button

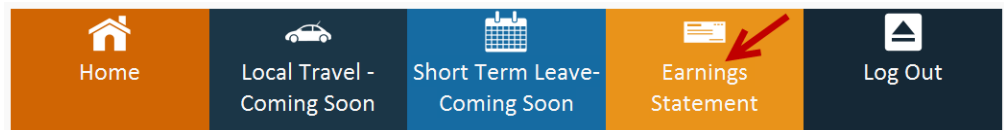


In the left menu bar of the portal, **click on the Employee Self-Serve** Tab.

This will open the program.



On the top menu bar of the Employee Self-Serve Program, **click on the Earnings Statement** Tab.



On the top menu bar, **click on the Help** Button to see the **video** to learn how to use the new Earnings Statement.

