

Step 1: Register for Online Employee Account

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

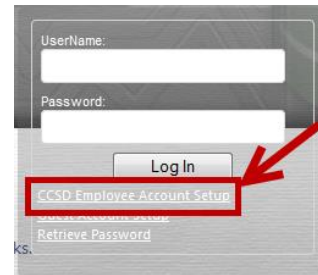
Click on **Employee Self-Serve**



Mouse Over **Portal Login** in the upper right hand menu



Click on the **CCSD Employee Account Setup** link



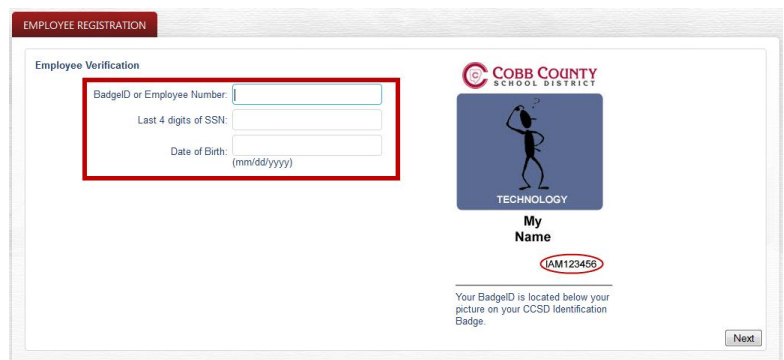
Complete the **Employee Verification** Information by entering your:

- Employee Number using the E0xxxxxx format
- Last Four Digits of your SSN
- Date of Birth (mm/dd/yyyy)

Click **Next** to finish the registration

Contact Customer Care at 770-426-3330 if you need help with this process

Once registered, you will use your **Employee Number and Password** to log in and view your Online Earnings Statement following the instructions listed on the back of this page.



**Please contact Customer Care at
770-426-3330 if you have any questions.**



ESS Registration and Logon for Employees Without a CCSD Computer Logon

Step 2: Logon to ESS Account

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**



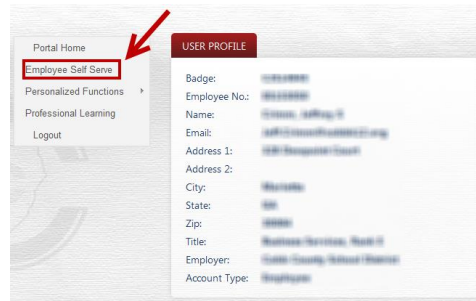
Mouse Over **Portal Login** in the upper right hand menu

Enter your **Employee Number** and **Password** and click on the **Log In** button

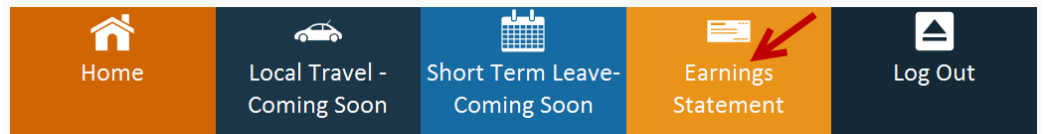


In the left menu bar of the portal, click on the **Employee Self-Serve** Tab

This will open the program



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



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

