

## How to Register for an Employee Self-Service (ESS) Account

Go to [www.pcboe.net](http://www.pcboe.net)

Click on the 'Faculty' tab

Click on the 'Employee Self-Service' tab

Click on 'Register' in the top right-hand corner

Complete form by creating a user name, entering your email address and the remaining requested information. Email address can be school email address or personal email address. *Employee numbers* may be found on past check stubs or by asking your school bookkeeper.

Click on 'Register.' A message will appear with instructions on how to confirm your account.

Go to the email account you provided and open the email from [nextgen@pcboe.net](mailto:nextgen@pcboe.net) and confirm your account by clicking the confirmation link within the email.

Once you confirm your account, you may now log-in. Once you are logged-in, you may now view and print any pay documents.