

Be sure to  
Register!!

## MILLER CREEK ELEMENTARY SCHOOL DISTRICT EMPLOYEE SELF-SERVICE PORTAL (ESS)

Miller Creek Elementary School District's online employee portal is ESS (Employee Self Service portal). This web based portal enables all employees to pull their employee information directly from a secure website.

Available on the web site

Personal Information

Name, Address, Phone Number, Hire Date

Pay History

Ability to print or save PDF of Paystubs (2012 to present)

W2 Forms

Ability to print or save PDF W-2 Forms (2011 to present)

Positions

Lists positions and current salary placement (only available for "contracted" positions)

**To use the portal each employee will need to register on the site.**

Use the following link to access the EMPLOYEE SELF-SERVICE portal: <https://ess.marinschooldistricts.org:29295>

You can also find the link to the PORTAL on the district website under Departments /Human Resources /ESS Employee Self-Service Portal.

When you first log on you will be asked to select the School District from the drop down menu labeled DISTRICT in the upper right corner; Miller Creek Elementary School District is District #11.

ESS - General Home Page X

Secure | <https://ess.marinschooldistricts.org:29295/#>

# Marin County Schools

ESS version: 4.2.4 QSS

Home » Login Register » District: 99

Welcome to the Registration Page for the Marin Schools' Employee Self-Service (ESS) portal!

Useful links:  
[login](#) (if you have a user id)  
[register](#) (if you're a 1st time user)

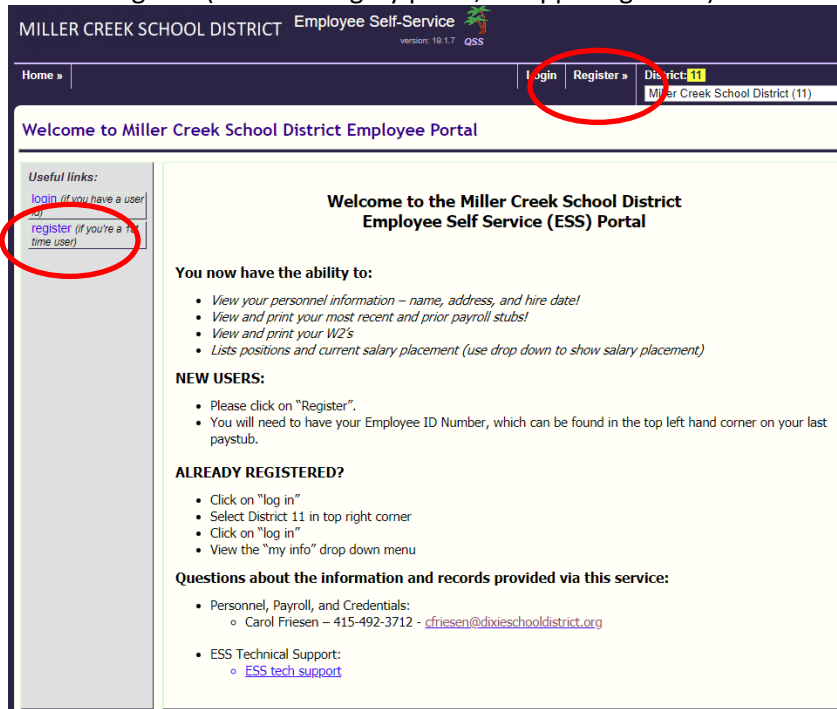
Please select your employing district from the list above.

Available Districts:

- Bolinas-Stinson (05)
- **Miller Creek (11)**
- Kentfield (17)
- Laguna Joint (19)
- Lagunitas (21)
- Larkspur-Corte Madera (23)
- Lincoln (25)
- Marin County Office of Education (91)
- Mill Valley (29)
- Nicasio (31)
- Reed (35)
- Ross (37)
- Ross Valley (89)
- San Rafael Elementary (45)
- San Rafael High (74)
- Sausalito - Marin City (47)
- Shoreline (64)
- Tamalpais (76)

Continue with the Registration or Log-in process.

After you have selected Miller Creek ESD, you will see the Miller Creek welcome screen.  
 Note: After your first log in you will always go to the Miller Creek welcome screen.  
 Click on Register (Left side in grey panel, or Upper right link).



In the registration screen enter information:

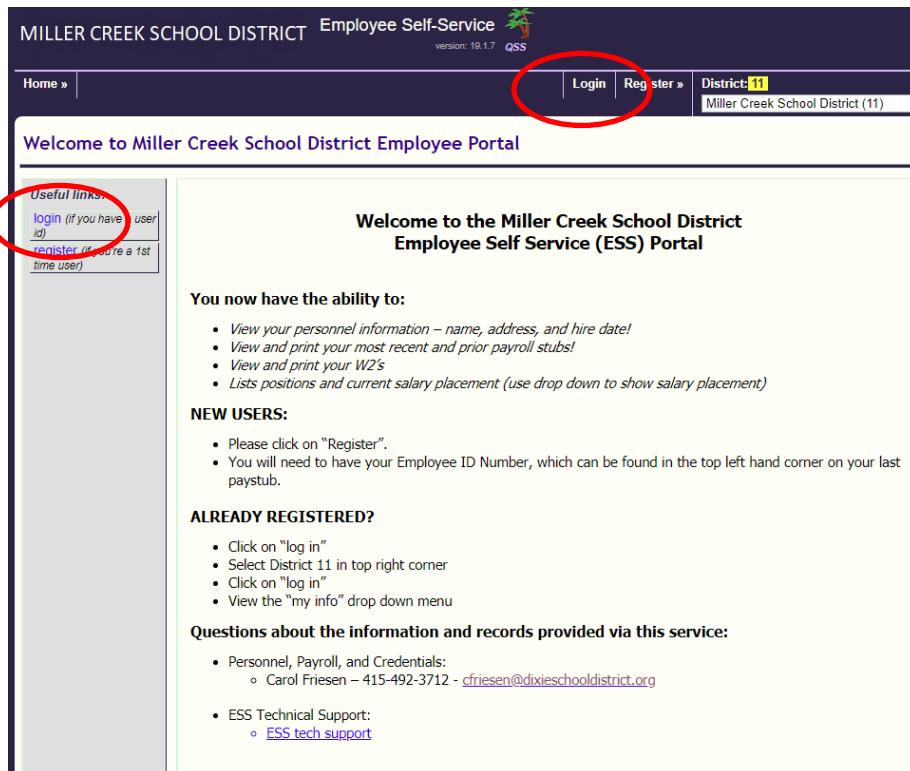
- SSN (4 digits)
- Birthdate
- Employee number (found on your paystub)
- Work email (usually your first initial last name @millercreeksd.org - no spaces, of course)
- Home email
- Create Login name and password
- Select a Challenge question and answer

The screenshot shows the Staff Registration Form. At the top, there is a navigation bar with 'Home', 'Login', 'Register', and 'District: 11'. The page title is 'Staff Registration Form'. Below the navigation bar, there is a legend: '\* indicates required fields'. The form contains the following fields:

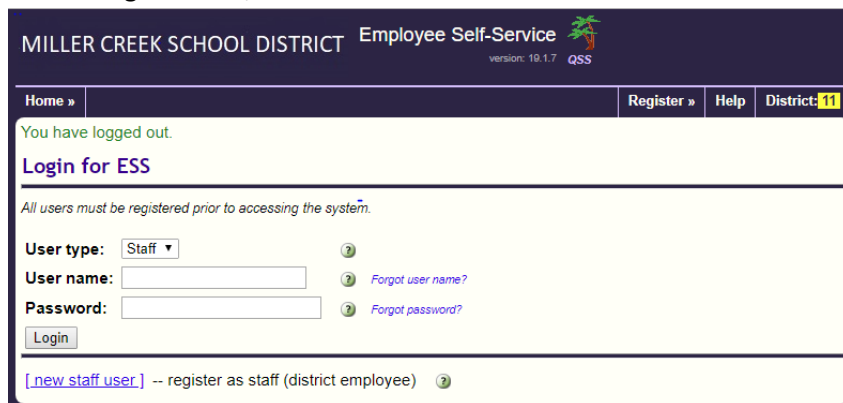
- District:** A dropdown menu with 'Dixie School District (11)' selected.
- Last 4-digits of SSN:** A text input field.
- Employee number:** A text input field.
- Email addresses:**
  - Work email:** A text input field with '@millercreeksd.org' pre-filled.
  - Home email:** A text input field.
- Choose a login name and password:**
  - Login name:** A text input field with a placeholder 'choose a login/user-id name' and a note '(6 - 30 characters)'. A 'help' link is next to it.
  - Password:** A text input field with a note '(8 - 40 characters)'. A 'help' link is next to it.
  - Confirm password:** A text input field.
  - Challenge question:** A dropdown menu with 'How many brothers and sisters do you have?' selected.
  - Your answer:** A text input field.

At the bottom of the form, there are 'Register' and 'Cancel' buttons.

After your Login ID is established, you will return to the Miller Creek ESD Welcome Page. Click on Login (Left side in grey panel, or Upper right link).



On the Login screen, enter new credentials.



That's it. If you have questions or see any information that is incorrect or needs updating 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 right under **Help**.

To update or correct personal information please contact:

Payroll: Carol Friesen – [cfriesen@millercreeksd.org](mailto:cfriesen@millercreeksd.org) or (415) 492-3712  
Human Resources: Diane Latta – [dlatta@millercreeksd.org](mailto:dlatta@millercreeksd.org) or (415) 492-3702