Welcome to the Employee Self Service (ESS) Administration Webinar

The **Employee Self Service (ESS) Administration** webinar, sponsored by the QSSUG Finance/Personnel Committee, provides an in-depth look into administering and customizing ESS. New features including absence tracking and employee groups will be covered.

When is it?

Thursday, **November 15, 2012** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

System Administrators; System Operators; Technical Support staff.

Why attend?

The **Employee Self Service (ESS) Administration** webinar covers:

- Drawing attention to the online manual
- Reviewing the deployment environment (Linux, Minisoft ODBC, database, network, Active Directory, QSS access)
- Discussing the installation (what and where, including ESS-specific log files)
- Customizing (home page, general layout, Personnel Info screen)
- Configuring staff registration features
- Configuring security, including employee groups and multiple districts
- Configuring general options, including Active Directory
- Configuring Leave and Absence Tracking
- Q & A

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge**; compliments** of the Committee.

- **Non-members** of the F/P Committee: **$250** per registration must be **pre-paid**. Mail a check to the *QSS* San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Cheryl Kelley, CKelley@mcoe.org).

How to register?

Participants must <u>self-register</u>. To self-register:

- The email you received from *QSS* includes a link for online registration. Please use the link to register. You can also find the link posted on the QSSUG listserv and at www.qss.com.

- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.

    - Please carefully check that you've provided your correct email address
    - If this is your first time registering for a *QSS* webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- *QSS* will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- **<u>Non-members</u> of the F/P Committee**: Mail a **$250** check per registration, payable to:

    Quintessential School Systems
    867 American Street, 2nd Floor
    San Carlos, CA 94070

- The **deadline for registrations** is **<u>9:00 am</u>** (Pacific), **Thursday, November 15, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the *QSS* SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at mike@qss.com.

Register now by clicking the link below:

https://www1.gotomeeting.com/register/582684496

Please be sure to check your email for your registration confirmation.