

Employee Self Service (ESS) Portal

Workshops are currently being offered to acquaint employees with the new District ESS Portal. On this web site, which is currently accessible only from on campus, you can find out about your personal information on file, access your pay stubs, track vacation and sick pay, etc.

If you have not yet taken this workshop, you may contact Deborah Wards on extension 5314. Reservations are a must as space is limited and demand is high. If you have been trained in the use of this system, please continue to the [ESS Portal \(Click here to open ESS Portal\)](#) now.

Your computer must be set so that it will recognize the LACCD server as a "trusted site". To do this, move your cursor to the top of your browser window and click on "Tools", "Internet Options". Next, select the "Security" tab. Select the "Trusted Site" icon. Click on the "Sites" button. In the box marked, "Add this site to the zone:", you should type in "laccd.edu" (without the quotes). Uncheck the box marked, "Require server verification (https:) for all sites in this zone." Click "OK". Click "OK" again and you should be able to access all information on the [ESS Portal \(Click here to open ESS Portal\)](#).

If you need HELP in navigating, printing, or understanding content on the Portal, please call (213) 891-2117 and press "1" for help on Financials, Purchasing and the Portal. This will put you in contact with the Portal Help Line.

If you have any questions or comments about the portal itself, feel free to contact:

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