Elk Grove Unified School District (EGUSD) offers its current employees access to information on file with the District, such as personnel and payroll records, through Employee Self Service (ESS). ESS, a secure, web-based application enables employees to electronically review limited personnel and work-related information, update specific personal data such as address and phone and view and print paystubs and W2s.

CURRENT EMPLOYEES - Access to ESS is provided through the Classlink Portal. Follow the steps below.

- A. From the EGUSD website (<u>www.egusd.net</u>), locate the "EGUSD EMPLOYEES" dropdown located on the main navigation bar.
- B. From the EGUSD EMPLOYEES dropdown, select "ClassLink Portal".



- C. At the log in prompt, sign in using your district user name and password.

 ◆3 Sign in with EGUSD account
- D. From the ClassLink Portal page, select the ESS icon. (Once selected, ESS should launch automatically. If it does not, you will be prompted to enter your user name and password again.)

