

## PEOPLESOFT ONLINE PAYSTUBS

1. From the HelloID page (<https://login.cajonvalley.net>) click the **PeopleSoft Employee Self Service** icon.
2. Or go to <https://ess.erp.sdcoe.net>.



3. Type your Cajon Valley employee ID number as the User ID.
4. Type your Password and click **Sign In**.

A screenshot of the PeopleSoft Employee Self-Service (ESS) login page. The page has a teal header with the text "PeopleSoft Employee Self-Service (ESS)" in white. Below the header is a white box with a light blue border. Inside this box, the text "PeopleSoft Login" is displayed in a brown font. Below this, there are two input fields: "User ID" and "Password", each with a white input box and a grey label. Below the input fields is a yellow "Sign In" button with black text.

If you need your password reset by the Information Technology Department, the password will be reset to \$ (dollar symbol) + last initial in uppercase + first initial in lowercase + employee ID number.

For example, the reset\_password for Adam Lincoln would be: **\$La#####**.

If you need help, email your request to [help@cajonvalley.net](mailto:help@cajonvalley.net) or call 619-441-6101 from Monday through Friday between 8:00AM - 4:00PM.