

# Employee Self Service (ESS) Administration Webinar

**Attn:** Information Systems Department

The QSS Users Group Finance/Personnel Committee invites its members to participate in an on-line **QSS** webinar titled “**Employee Self Service (ESS) Administration**” beginning at 10:00 a.m. Pacific Time on Tuesday, November 15, 2011. This "webinar" will last for approximately two hours. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

Due to the Finance/Personnel Committee's sponsorship of this webinar, tuition will be free for participants employed by school organizations that are current paid members of the Finance/Personnel Committee. Participants that are not employed by current paid Finance/Personnel Committee member organizations are required to pre-pay \$250 per webinar registration. (If you're in doubt about your organization's Finance/Personnel Committee membership status, please check with a member of your technology support staff or contact one of the Finance/Personnel Committee co-chairs: Cindy Buck of Santa Clara COE or Catherine Hawes of Sutter CSoS.) Registration information for all participants appears at the end of this announcement.

## The anticipated audience for this webinar includes:

- System Administrators
- System Operators
- Technical Support Staff

## The following topics will be included in this webinar:

- **Supported browsers, databases, ESS and Core versions, clickable version string**
- **Installation details**
  - user-editable configuration files (eg. for ESS generated email, default district number, HP3000 mode), starting/stopping ESS, location of software, full ESS stack, multiple environments support (e.g. “production”, “training”, “testing”), network considerations when deploying web application servers
- **User types**
  - QCC/Staff/Guest registration, registration configuration options, login, login name and password configuration settings
- **Active Directory configuration including domain login and single-sign-on (SSO)**
- **District-specific customization**
  - layout for each page, home page, online help text
- **Other district-specific configuration options**
  - idle timeout, HR (for position control, credentials, leave)
- **Security**
  - rights, roles, default roles, multiple roles, role priority
- **Multi-district support**
  - configuration, access, roles, bringing a district online to use ESS
- **Current ESS update process**

In order to reduce the administrative overhead (and expense) associated with the webinar registration process, the Finance/Personnel Committee has arranged the following registration procedures for this webinar:

1. **QSS** provides the link to the on-line webinar registration web site in this invitation, distributed via e-mail to all **QSS** customers and posted on the QSS Users Group listserv (see below for the link to register for this webinar).
2. The webinar registration web site is configured to automatically accept all registration requests, immediately sending confirmation messages to each person completing the registration form. (Be sure your firewall and spam-checking software allow you to receive the return messages from CitrixOnline.com or GoToMeeting.com.) There will be no monitoring by **QSS** of valid e-mail addresses or current Finance/Personnel Committee membership.
3. Prior to the webinar, **QSS** will submit to the Finance/Personnel Committee co-chairs a list of all webinar registrants and all non-member tuition checks received. The co-chairs will be responsible for following up directly with the registrants if they notice any discrepancies.
4. No registration requests for the webinar will be processed once the webinar broadcast is initiated (approximately 30 minutes prior to the scheduled beginning of the webinar).

Please refer to the message below for more details, and for the link that will allow you to register for this webinar. **The Employee Self Service Administration webinar will begin at 10:00 a.m. Pacific time on Tuesday, November 15, 2011**

Once you update your online webinar registration, a confirming e-mail message will be automatically generated within several minutes. If you do not receive this message, please check with the staff that maintains your organization's e-mail system to make sure that your firewall and spam-checking software will allow the message to get through to you. Duplicate follow-up confirming e-mail messages will be sent to you approximately one week, one day, and one hour prior to the beginning of the webinar.

This webinar is part of a series of **QSS** training sessions sponsored by the Finance/Personnel Committee during 2011-12. You can find the complete list of Finance/Personnel Committee sponsored training sessions at [http://www.qss.com/index.php?option=com\\_content&view=article&id=127](http://www.qss.com/index.php?option=com_content&view=article&id=127)

We anticipate that some customers will want to register individually in order to view this webinar at their desks, whereas others may wish to submit a single registration but gather a group of end-users in a computer lab in order to view the webinar together. Please distribute this message throughout your organization however you deem appropriate. Keep in mind, however, that the link provided in the registration confirming e-mail message may only be used at a single workstation during the webinar. If you wish to have more than one workstation connected to the webinar, you'll need to submit the appropriate number of registrations to match.

**Please note → participation in a webinar includes both a video component and an audio component – the e-mail message that confirms your webinar registration will contain both the web-link for the video component of the webinar and the phone number and access code for the audio component of the webinar – you must connect to both in order to receive the full content of the webinar.**

Supporting materials, such as PDFs of slides scheduled to be used during this webinar, should be available on the QSS/OASIS Training Notes page of the Secure Support Area of our web site 48 hours prior to the start of this webinar. (Look for the "Webinars" link at <http://www.qss.com/webdocs/TrainIndex.htm>. Talk to your technology support staff if you don't have the logon ID and password to gain access to this web page.)

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current Finance/Personnel Committee members. Non-members must forward a \$250 check made payable to **QSS** (no purchase orders accepted or invoices issued) per registration for this webinar to:

**Quintessential School Systems**  
867 American St., Second Floor  
San Carlos, CA 94070

... along with a note specifying the date of the webinar and the name of the person registering, in order for their webinar registration to be allowed.

Karen Brown ([karen@qss.com](mailto:karen@qss.com))  
QSS Account Manager



## QSS/OASIS Training -- Employee Self Service (ESS) Administration -- sponsored by the QSS Users Group Finance/Personnel Committee

### Join us for a Webinar on November 15

This online seminar will provide instruction to system administrators about how to configure and customize the Employee Self Service module (also known as ESS). This "webinar" will begin at 10:00 a.m. Pacific Time on Tuesday, November 15, 2011, and will last for approximately two hours. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

The anticipated audience for this webinar includes:

- System Administrators
- System Operators
- Technical Support Staff

The logo for "Go GUI QSS". It features the text "Go GUI" in a blue sans-serif font above the text "QSS" in a larger, bold blue sans-serif font. The text is set against a white background within a rectangular frame.

**REGISTER NOW**

The following topics will be included in this webinar:

- Supported browsers, databases, ESS and Core versions, clickable version string
- Installation details
- User types
- Active Directory configuration including domain login and single-sign-on (SSO)
- District-specific customization
- Other district-specific configuration options
- Security
- Multi-district support
- Current ESS update process

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current QSS Users Group Finance/Personnel Committee members. Non-members must forward a \$250 check (no purchase orders accepted or invoices issued) per registration for this webinar to QSS, specifying the date and title of the webinar and the name of the person registering.

Please register at least two days before the webinar. Be sure to enter your e-mail address carefully, as it will be used for the confirmation message that will enable you to participate in the webinar. Your confirmation message will be e-mailed to you immediately.

Supporting materials such as PDFs of slides scheduled to be used during this webinar should be available on the QSS/OASIS Training Notes page of the Secure Support Area of our web site 48 hours prior to the start of this webinar (see <http://www.qss.com/webdocs/TrainIndex.htm>).

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**Title:** QSS/OASIS Training -- Employee Self Service (ESS) Administration -- sponsored by the QSS Users Group Finance/Personnel Committee

**Date:** Tuesday, November 15, 2011

**Time:** 10:00 AM - 12:00 PM PST

After registering you will receive a confirmation email containing information about joining the Webinar.

#### **System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

#### **Space is limited.**

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/804776648>