



*The Office of Human Resources  
& Employee Relations*

## **GARRETT COUNTY PUBLIC SCHOOLS**

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Oakland, Maryland 21550

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[www.gcps.net](http://www.gcps.net)

### **EMPLOYEE PORTAL INSTRUCTIONS**

The Human Resources and Finance Departments have implemented an Online Employee Portal through our payroll system so each employee can access personal and pertinent information as it relates to their employment.

To begin using the Employee Self-Service System (ESS) please follow the link below:

<https://selfservice2.garrettcountyschools.org>

Your USER ID is your 4-digit employee ID number.

Your INITIAL PASSWORD will be the last four digits of your social security number. The system will require you to change that as soon as you log in the first time. Please remember to write down the new password that you choose to use.

If there are any questions, please contact the Office of Human Resources at (301) 334-8904 or (301) 334-8929.