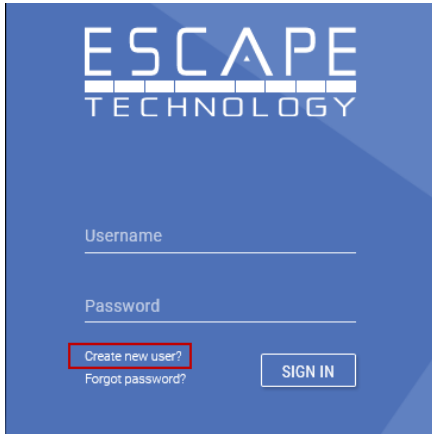
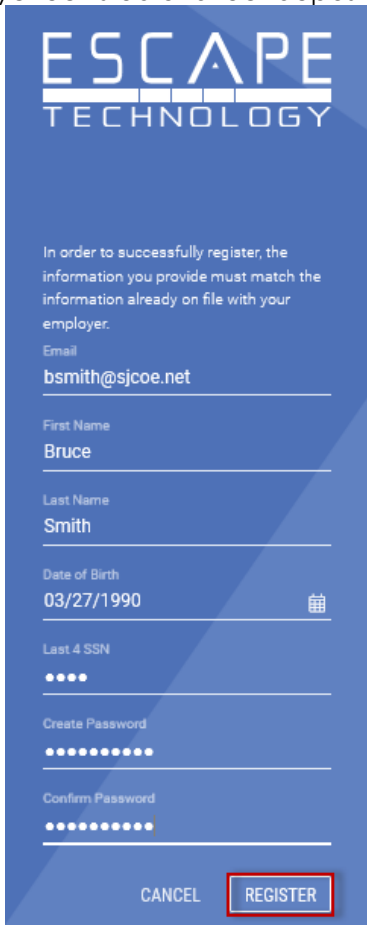


Escape Employee Online Portal New User Registration Guide

1. To access the Employee Online Portal, navigate to the webpage <https://escportal.sjcoe.net/>
Click on the 'Create new user?' link at the bottom left-hand corner of the Sign-In window.



2. In the 'New User Registration' window, complete all of the fields and then click on 'REGISTER'.
NOTE: Escape will need your first and last name currently on file, which can be found on your last paycheck stub or direct deposit notification.



The Registration process grants access based on verification of entered information against that on file with the SJCOE Human Resources Department. To successfully register, make certain that:

Email Address:

Enter either or work or personal email address on file

First name:

Enter your first name on file

Last Name:

Enter your last name on file

Date of Birth:

Enter your date of birth on file in MM/DD/YYYY format

Last 4 SSN:

Enter the last 4 digits of your social security on file

Password:

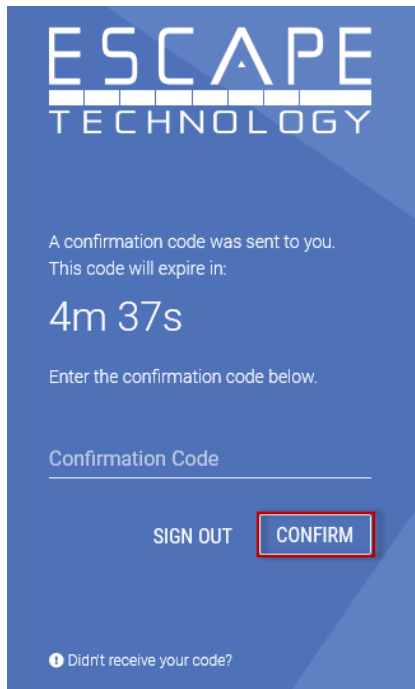
Create a password that meets these requirements:

- One uppercase letter
- One lowercase letter
- One numeric character
- One special character
- Minimum eight characters in length

Escape Employee Online Portal New User Registration Guide

- Once submitted, a Confirmation Code is emailed to the e-mail address used for registration. Enter your Confirmation Code received into '**Confirmation Code**' field in the and click '**CONFIRM.**'

If you fail to enter your key within 5 minutes, it will time out and you will need to register again.



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A confirmation code was sent to you.
This code will expire in:

4m 37s

Enter the confirmation code below.

Confirmation Code

SIGN OUT CONFIRM

Didn't receive your code?

- Your new user registration is now complete and the next window will be the 'Please Sign-in' window. Enter your e-mail address in the '**Username**' field, the password you established, and click the '**SIGN IN**' button to log into the Employee Portal.



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Username

Password

Create new user?
Forgot password?

SIGN IN

Escape Employee Online Portal New User Registration Guide

Please note the following regarding use of the Escape Employee Portal:

- An extra layer of security is used by the system requiring two-step verification when logging into the portal. Known as two-factor authentication the portal will register the device used to log in requiring an initial as well as a second Confirmation Code entry for each device used to log into the portal. Any device previously used for registration and not utilized within a thirty-day period must be registered again.

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Where would you like us to send your two factor confirmation code?

e*****l@gmail.com (Email)

k*****s@sjcoe.net (Email)

*****7337 (Text)

SIGN OUT SEND CODE

Don't recognize your information?

Select the email address or phone number where you would like the confirmation code to be sent.

- After 5 minutes of idle time, the system will automatically log you out of the portal.
- If you forget your password, click on the '**Forgot password?**' link at the bottom left-hand corner of the Sign-In window that allows for self-reset of a password. However, in order to reset your password, you must enter the same information in the correct format as when initially registering for the portal. Again, the information entered must match that on file with the Human Resources department. An automatic lockout occurs if, when resetting a password, you enter incorrect information or enter information in the incorrect format three times. Simply waiting 15 minutes will automatically unlock the lock out allowing you to attempt once again to enter the information correctly.

If you have any questions or issues with Employee Online Portal registration process or subsequent log in, please e-mail escapeQuestions@sjcoe.net for assistance.