User Registration Instructions for Employee Online Portal

Website: https://escapeportal.santarosa.edu/



The first time you log in, you MUST register as a new user, even if you already have an Escape or SIS portal log in.

Create new user?

Below is the screen you will see after clicking on "Register as a new user?". Enter your email address, your <u>legal</u> first and last name, your date of birth, and a password and click on submit.

Note The password requirements are:

- Password must be at least 8 characters
- Password must contain at least 1 capital letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 special character (I.E., !@#\$%^&*()_+=)
- Password must contain at least 1 number

<u>*Note* - It is helpful to use your Outlook / Esape password if you already have a District or Escape login!</u>

In order to successfully information you provide information already on employer.	register, the must match the file with your
Email	
First Name	
Last Name	
Date of Birth	<u></u>
Last 4 SSN	
Home/Mobile Phone	
Create Password	
Confirm Password	
0111051	DECISTED

After hitting register, you will select how to receive a confirmation key:

Where would you like us factor confirmation cod	s to send your two de?	
j****p@santarosa	a.edu (Email)	
(Text)		
SIGN OUT	SEND CODE	

Below is an example of the email that you will receive. If you do not receive it right away, please check your spam or clutter folder. When you receive it, enter the confirmation key in the User Setup Screen and click on submit.

*Note*The confirmation key MUST be entered within 5 minutes.

Subject FW: Employee Online Portal: New User Registration Confirmation			
From: escape@santarosa.edu [mailto:escape@santarosa.edu] Sent: Friday, January 27, 2017 8:07 AM To: xxxxxxxx Subject: Employee Online Portal: New User Registration Confirmation			
Your Username is: xxxxxx@santarosa.edu			
You must enter this confirmation key within the next 5 minutes. Confirmation key: ocbirtyb			
This code will expire in:			
4m 52s			
Enter the confirmation code below.			
Confirmation Code			
SIGN OUT CONFIRM			

If you need assistance logging in or have questions please contact, Michelle Michalski, Terri McBride, Lisa Hotchkiss or Deepa Desai. Alternatively, you may visit the Payroll Office, located in Bailey Hall, and the Payroll Staff can help you create your account.