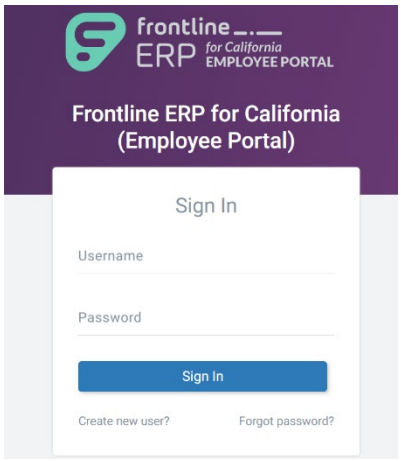
User Registration Instructions for Employee Online Portal

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.

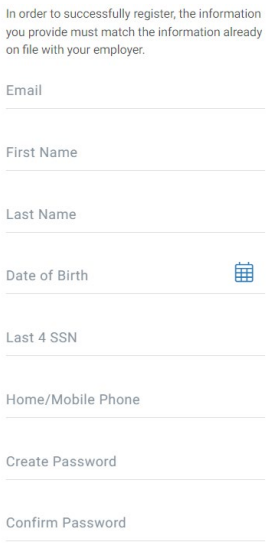


Below is the screen you will see after clicking on "Register as a new user?". Enter your email address, your **legal** first and last name, your date of birth, and a password and click on submit.

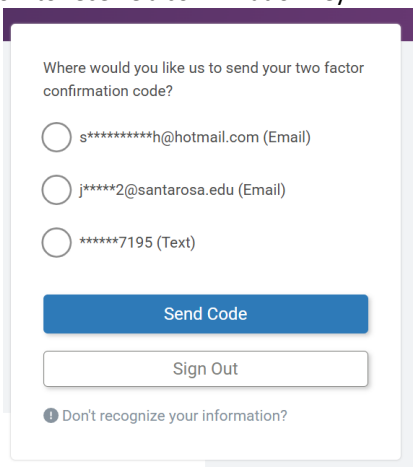
***Note* The password requirements are:**

- 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

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

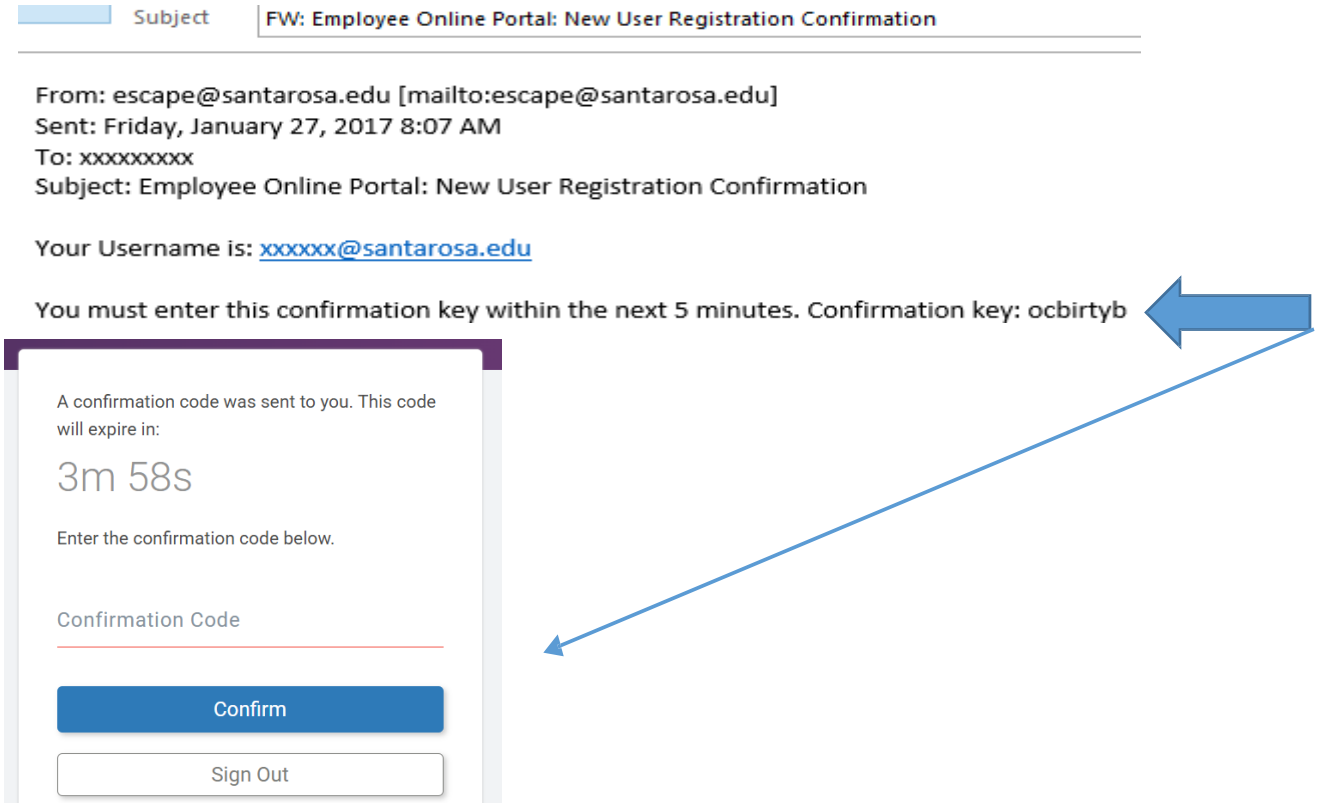


After hitting register, you will select how to receive a confirmation key:



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.**



If you need assistance logging in or have questions, please contact Katie Jimenez-Tuscano, Tamara McFarland, Cody Smith, Natalia Slasten, or Terri McBride. Alternatively, you may visit the Payroll Office, located in Bailey Hall, and the Payroll Staff can help you create your account.