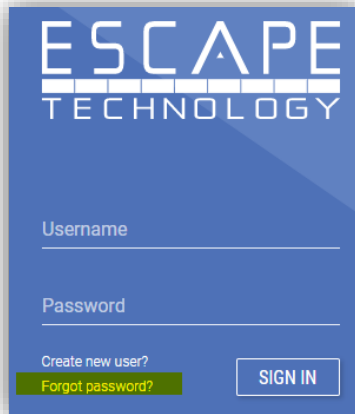


Employee Portal Multiple Districts/Change District

Employee logs into Employee Portal at <https://portal.scoe.org/#/login> using **prior** Portal Access ID (email address).



ESCAPE
TECHNOLOGY

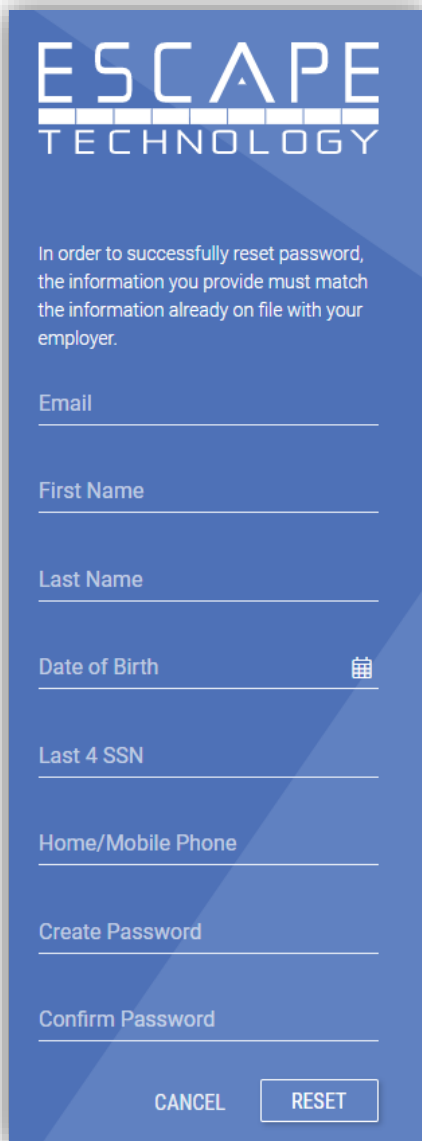
Username

Password

Create new user?
Forgot password?

SIGN IN

- Sign in with prior email and password
- If you don't remember your password click on Forgot password?



ESCAPE
TECHNOLOGY

In order to successfully reset password, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Home/Mobile Phone

Create Password

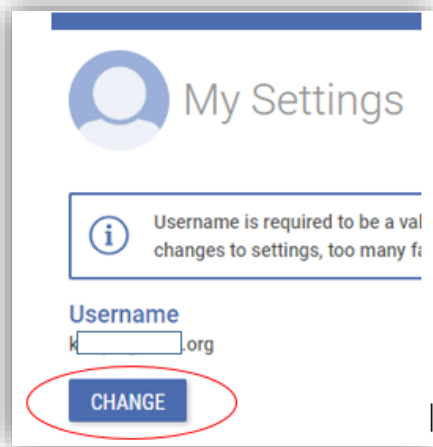
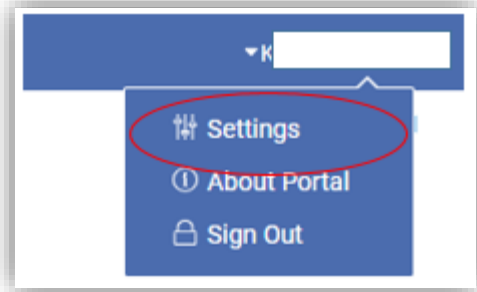
Confirm Password

CANCEL RESET

Enter the information for your previous district in all fields, must match the employee record in Escape

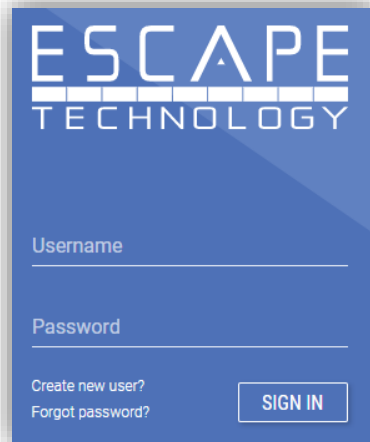
- Date of Birth: 6 digits 00/00/0000
- Home/Mobile Phone: 10 digits it will format automatically
- Create new password with 12 characters (Special Characters not required, the system doesn't like &,? or !)
- Click RESET


- Once logged in go to the top right corner to click on your name
- Click on **Settings**



- Click on the CHANGE button and update to new email address
- Sign Out

- Go back into portal using new Username and password
- Click SIGN IN
- Choose the **CURRENT** Cell Number or Email Address to receive the 2-Factor authentication code



- You will now see a screen which displays a dropdown menu for Organization
- Click Organization  to choose the District
- SELECT to access new information

